

COMMERCIAL DRIVER'S LICENSE (CDL) TESTING

Introduction

A Michigan resident who drives a motor vehicle on public roads or highways is required to maintain a valid Michigan driver's license. Michigan utilizes 3 types of base driver's licenses: moped, operator and chauffeur. A person who operates a commercial motor vehicle may also need a commercial driver's license group designation and specialized CDL endorsements added to his or her base operator or chauffeur license.

SECTION 1: CHAUFFEUR LICENSE

Eligibility. A person must be at least 16 years of age, have completed driver education, and passed a chauffeur license knowledge test before a chauffeur license can be issued. No skills test is required, unless the person has never been licensed.

Unless exempt (as explained below) a chauffeur license is required if a person:

- Is employed for the principal purpose of operating a motor vehicle with a gross vehicle weight rating of 10,000 pounds or more.
- Operates a motor vehicle as a carrier of passengers or as a common or contract carrier of property.
- Operates a bus or a school bus.
- Operates a taxi or limousine.

Michigan law considers someone to be "*employed for the principal purpose of operating a motor vehicle*" when the person's employment customarily involves the necessary use of a motor vehicle for hire or for transporting passengers for hire, or for transporting for gain or hire any merchandise for display, sale, or delivery." (MCL 257.6(2))

Exemptions. Some drivers do not need a chauffeur license:

- A farmer or farmer's employee operating a vehicle exclusively in connection with the farming operation.
- A fire fighter or a member of a fire department operating an ambulance.
- A fire fighter or police officer operating equipment used exclusively in connection with their employment.
- Utility company employees hired to drive trucks used to transport employees, materials, and tools.

- Service or repair personnel who operate motor vehicles to carry their tools and transport parts or appliances only incidentally in connection with their employment.
- Emergency medical services personnel operating an ambulance.
- County road commission employees and other employees of local units of government who do not drive their own vehicles and whose work consists of hauling road building materials and supplies for the road commission or for other municipal purposes.
- Michigan Department of Transportation employees whose work consists of operating vehicles with a GVWR of 10,000 pounds or more to transport highway and bridge maintenance materials and supplies for state trunkline maintenance.
- A person operating a motor vehicle for a volunteer program who only receives reimbursement for vehicle operating costs.
- A person who operates a motor home for personal pleasure.
- A parent or parent's designee for the purpose of transporting pupils to or from school and school-related events.

In some instances, even though a chauffeur license is not required, a CDL may be needed. If any applicant appears to meet one of the conditions exempting them from chauffeur licensing, they may take a CDL skills test with either an operator or chauffeur base license and the appropriate temporary instruction permit (TIP).

Note: While applicants seeking a P or S endorsement must ultimately obtain a chauffeur license, they are eligible to take a skills test for a P or S endorsement with a base operator license and the appropriate TIP.

SECTION 2: WHO NEEDS A CDL?

Any Michigan resident who intends to operate the following commercial vehicles is required to have a CDL:

Single Vehicles - Having a gross vehicle weight rating (GVWR)* of 26,001 pounds or more.

Combination Vehicles - Towing a trailer or other vehicles with a GVWR of 10,001 pounds or more when the gross combination weight rating (GCWR)** is 26,001 pounds or more.

Vehicles:

- Designed to transport 16 or more people (including the driver).
- Carrying hazardous materials in amounts requiring placarding.

*Gross Vehicle Weight Rating (GVWR) is the recommended maximum total weight of the vehicle and load as designated by the vehicle manufacturer. The GVWR label is usually found on the driver side door post of the power unit and on the front left side of the trailer. The GVWR should not be confused with the elected gross vehicle weight (GVW) which is declared by the vehicle owner for registration purposes.

**Gross Combination Weight Rating (GCWR) means the value specified by the manufacturer as the maximum loaded weight of a combination vehicle. In the absence of a label, the GCWR can be calculated by adding the GVWR of the power unit to the GVWR of the vehicle(s) or trailer(s) being towed.

The following persons do not need a CDL:

Active Duty Military (including National Guard) with military licenses operating military vehicles.

Police Officers and Firefighters meeting approved training standards and operating authorized emergency vehicles.

Farmers operating vehicles within a 150 mile radius of their farm.

An F endorsement is needed by farmers operating combination vehicles whose towing vehicle has a GVWR of 26,001 pounds or more. A knowledge test, but no skills test, is required to obtain the F endorsement.

However, farmers who carry hazardous materials in amounts requiring placarding while operating combination vehicles whose towing vehicle has a GVWR of 26,001 pounds or more, or a single vehicle with a GVWR of 26,001 pounds or more, need a CDL with a hazardous materials endorsement.

Individuals operating motor homes or other vehicles used exclusively to transport personal possessions or family members, for non-business purposes.

SECTION 3: CDL ELIGIBILITY AND REQUIREMENTS

Age. A person must be age 21 to drive a commercial motor vehicle across state lines (interstate). A person may drive a commercial motor vehicle in Michigan (intrastate) at age 18. To transport hazardous materials in a quantity that requires the vehicle be marked or placarded, a person must be age 21 or older and pass a Federal Security Threat Assessment.

Driving Record. Before any person can obtain an original CDL, they must qualify for the license based on their driving record. Any of the following will disqualify a person from obtaining a CDL:

- Inability to make the necessary certifications contained on the CDL Certification Form, BFS-103 (Appendix A of the *Michigan Commercial Driver License Manual*).
- Having a license from more than one state.
- A current suspension, revocation, denial, or cancellation of his or her license.
- Conviction of any 6-point violation in the 24 months immediately preceding application.
- Conviction for operating a commercial motor vehicle while impaired in the 24 months immediately preceding application.
- A suspension or revocation in the 36 months immediately preceding application. Suspensions for Failure to Appear in Court (FAC), Failure to Comply with a Judgment (FCJ), failure to appear for re-examination, financial responsibility, non-sufficient funds checks, and a suspension or revocation for a temporary medical condition **do not** disqualify an applicant for a CDL.

Medical and Physical Requirements. Unless exempt, a person needs to comply with federal or state medical/physical requirements before receiving a CDL. When applying for a CDL, a person will sign a statement that says all necessary medical/physical requirements have been met.

For more information on medical/physical requirements:

Intrastate (in Michigan) medical/physical requirements and state commercial vehicle rules and regulations, contact:

Michigan Trucking Association
1131 Centennial Way
Lansing, MI 48917
(517) 321-1951
www.mitrucking.org

Interstate (across state lines) medical/physical requirements and Federal Motor Carrier Safety Regulations, contact:

Federal Motor Carrier Safety Administration (FMCSA)
315 W. Allegan St., Room 205
Lansing, Michigan 48933
Telephone: (517) 377-1866
www.fmcsa.dot.gov

Note: The FMCSA (Michigan Division) does not distribute medical forms or rulebooks. Forms are available on the FMCSA website listed above.

School bus medical/physical requirements, contact:

Michigan Department of Education
Office of School Support Services
P.O. Box 30008
Lansing, Michigan 48909
Telephone: (517) 373-6388
www.michigan.gov/mde

SECTION 4: CDL GROUP DESIGNATIONS, ENDORSEMENTS AND RESTRICTIONS

Vehicle Group Designations. A Michigan resident needs a CDL with the appropriate group designation as follows.

Group A to operate a combination of vehicles with a GCWR of 26,001 pounds or more including a towed trailer or vehicle with a GVWR of more than 10,000 pounds. Group A allows a person to operate group B and group C vehicles.

Group B to operate a single vehicle having a GVWR of 26,001 pounds or more. Group B allows a person to operate group C vehicles.

Group C to operate a single vehicle having a GVWR under 26,001 pounds or a vehicle having a GVWR under 26,001 pounds towing another vehicle or trailer and carrying hazardous materials on which a placard is required, or designed to transport 16 or more passengers including the driver.

An applicant may obtain a TIP with a group C designation and may take a skills test for the purpose of obtaining a CDL with a group C designation. However, he or she would need to procure an H, P, or PS endorsement prior to issuance of the CDL. Michigan law prohibits the issuance of a CDL with a group C designation unless it is accompanied by one of these endorsements.

Endorsements. In addition to the appropriate CDL group designation, endorsements are required for the following:

T - Double or Triple Trailers. (Triple trailer combinations are not permitted in Michigan.)

P – Passenger. For vehicles which are designed to carry 16 or more people (including the driver).

N - Tank Vehicles. For vehicles designed to haul liquids or liquified gases in bulk in permanently mounted tanks or portable tanks rated at 1,000 gallons or more.

H - Hazardous Materials. To carry hazardous materials in amounts requiring placards. Before applying for this endorsement, an applicant must have a Federal Security Threat Assessment.

X - This X-endorsement code will appear on the license instead of the H and N codes when an applicant receives both the tank and hazardous materials endorsements.

S - School Bus: For commercial motor vehicles used to transport pre-primary, primary, or secondary school students from home to school, school to home, or to and from school-sponsored events.

A person must pass the associated written knowledge test to be eligible for any of the above endorsements. A person must also pass the associated driving skills test in a bus or school bus to be eligible for a P or S endorsement, respectively. Applicants who successfully complete the S endorsement driving skills test will also be eligible for the P endorsement.

Restrictions. Applicants could receive restrictions on their CDL under the following conditions:

Code 28 Restriction. “CDL not valid for operating vehicles equipped with air brakes.” If the applicant does not pass the air brake knowledge test, or if the vehicle used for the CDL skills tests is not equipped with air brakes, he or she will be restricted from operating vehicles with air brakes.

Code 29 Restriction. “CDL-P endorsement valid in class B or C vehicles only.” If the applicant is adding the P-Passenger endorsement to a current group A designation, he or she must complete the CDL tests in a bus. If the bus used for the endorsement skills tests is a group B bus, the P endorsement will be restricted to group B and C vehicles.

Code 30 Restriction. “CDL-P endorsement valid in class C vehicles only.” If the applicant is adding the P-Passenger endorsement to a current group A or B designation, he or she must complete the CDL skills tests in a bus. If the bus used for the P endorsement skills test is a class C bus, the P endorsement will be restricted to class C vehicles.

Seasonal Restricted CDL. A special seasonal restricted CDL is available for agri-business employees operating group B and C vehicles on routes within 150 miles from the place of business. Buses and school buses cannot be operated with this restricted license. Although CDL knowledge and skills tests are not required, applicants must have a clean driving record for the prior 3-year period.

This CDL must be applied for each calendar year. Within a 1-year period, applicants can choose to have the restricted CDL valid for 180 days from date of issue or valid for the seasonal periods from April 2 through June 30 and September 2 through November 30. The restricted CDL permits the driver to transport the following limited amounts of hazardous materials without the H or X endorsements:

- Diesel motor fuel in quantities of 1,000 gallons or less.
- Liquid fertilizers in quantities of 3,000 gallons or less.
- Solid fertilizers that are not transported with any organic substance.

SECTION 5: COMMERCIAL MOTOR VEHICLES

Federal standards and Michigan law require that commercial motor vehicle operators pass certain skills tests. These include tests of ability to inspect certain vehicle components, basic vehicle control skills, and on road driving. These tests must be taken in a vehicle representative of the type of vehicle the person intends to operate.

The group designations are based on vehicle configuration and GVWR. Each group includes both trucks and buses. Examiners must be careful to avoid reporting that an applicant completed a skills test for a group higher than justified by the vehicle used for the test. Doing so could result in a driver being licensed for vehicles he or she cannot safely operate.

Note: If the GVWR cannot be located on a data plate on the vehicle, the examiner may use the tire math formula in Appendix C-1 to estimate the vehicle's GVWR.

CDL Vehicle Classes

Class A vehicle. Combination vehicles with a GCWR of 26,001 lbs or more when towing trailers or other vehicles with a GVWR of 10,000 lbs or more.

Class B vehicle. Single power unit having a GVWR of 26,001 lbs or more. Group B allows for towing trailers or other vehicles with a GVWR of 10,000 lbs or less.

Class C vehicle. Any small vehicle designed to carry 16 or more passengers including the driver or used to haul hazardous materials in amounts requiring display of placards.

Special Vehicle Types

Examiners should be familiar with requirements and procedures specific to certain vehicles.

School Buses. The Pupil Transportation Act (PA 187 of 1990) regulates the equipment, maintenance, operation and use of school buses. Examiners should be aware of certain requirements prescribed by that act that impact skills testing. A school bus used for an S endorsement test must meet special equipment requirements (in addition to equipment requirements pertaining to all commercial vehicles).

- **Safety signals system.** School buses manufactured on or after October 1, 1990 must be equipped with a set of flashing amber lights, a set of flashing red lights, and a stop arm (MCL 257.1819). Older school buses may have only a flashing red light system and may be used for testing. If equipped with a stop arm, it must work in conjunction with the flashing red light system.
- **Use of safety signals system.** Buses that are not school buses may not be equipped with these signals. The safety signals system may not be activated on the road during an S endorsement driving skills test. The applicant will demonstrate knowledge of the proper use of the safety signals system in a

simulated student stop exercise performed off road. Note: Activation of safety signals system at a railroad crossing instead of the 4-way hazard lights is prohibited and constitutes an automatic failure.

- **Color scheme.** School buses must conform to a statutory color scheme of yellow with black markings and lettering (MCL 257.1833). A bus that is not a school bus may not be painted with this yellow and black color scheme. There is an exception in the statute that allows school buses to be used for seasonal agricultural operations without changing the colors of the bus.
- **Safety equipment.** A school bus must be equipped with a fire extinguisher, first aid kit, flares, fuses (or breakers) and 3 reflective triangles.

When scheduling an appointment for an S endorsement test, third party testers should discuss with the applicant the additional equipment requirements the Pupil Transportation Act prescribes for school buses. If it can be determined the school bus is not properly equipped, advise the applicant not to schedule the test. If an applicant presents a school bus (or bus) that lacks proper equipment, the test should be reported as an incomplete test (failure) due to equipment.

Used school buses. Many individuals, groups, and churches purchase used school buses for their operations. After purchase, the entire vehicle must be repainted, regardless of how the vehicle is to be used. Just changing the name or other cosmetic changes on a used school bus is not sufficient. In addition, all the overhead amber and/or red light signals must be removed or permanently covered. Michigan State Police consider the safety signals system to be traffic control signals and their presence and/or use on vehicles other than school buses is illegal.

A used school bus that has not been altered as described in the previous paragraph may not be used for any driving skills test because its use is illegal. If it has been modified, it is considered a “bus” and may be used for a P endorsement driving skills test. A “school bus” may not be used for a P endorsement skills test.

For more information on equipment, maintenance, operation and use of school buses, review the Pupil Transportation Act or contact Michigan State Police Motor Carrier Division.

Tow trucks. An operator of a tow truck must have a CDL with the proper group designation and necessary endorsements for the tow truck and the towed vehicle, except that the P and S endorsements are not required to tow buses and school buses.

A tow truck equipped with a sling system may be used as a test vehicle. The applicant must present verification, such as literature from the manufacturer, that the sling system has a capacity exceeding 10,000 pounds and that it is capable of safely hauling the towed test vehicle. Call your TPT analyst for assistance.

Vehicles used to transport hazardous materials. There is no driving skills test required for an H endorsement. However, some drivers obtain a CDL because they

transport hazardous materials. They will test in a vehicle with a GVWR less than 26,001 pounds if they seek a CDL with a group C designation.

- An applicant for an H endorsement must pass a Federal Security Threat Assessment and a written knowledge test.
- A TIP issued to applicant who has passed the H endorsement written test will not show an “H.” Instead, it may contain the language, “HAZMAT WRITTEN TEST PASSED.”
- An applicant testing for a group C designation may test in any vehicle with a GVWR less than 26,001 pounds. The vehicle should be representative of what they intend to drive.
- A driver must hold an H endorsement on a CDL to drive or tow a vehicle carrying hazardous materials. This means a driver or applicant holding an operator or chauffeur license and a CDL TIP may not operate a vehicle required to display hazardous material placards, even if he or she has passed the H endorsement written test.
- A vehicle that is required to display hazardous material placards may not be used for skills testing. *“A vehicle that is required to display hazardous material placards”* means a vehicle carrying hazardous materials on which placards are required by federal law under 49 CFR parts 100 to 199. It does not include a vehicle not carrying hazardous materials and equipped with placards that are folded or covered so as not to display a hazardous material warning. It also does not include a vehicle with permanent placards (e.g. painted labels) that is not carrying hazardous materials in an amount requiring display of placards under 49 CFR part 100 to 199.
- Examiners should not simulate that an applicant is driving a vehicle containing hazardous materials.
- When completing the skills test completion certificate, the examiner does not enter an “H” unless the already applicant holds a CDL with the endorsement—e.g., when an applicant who holds a CDL with a group A designation and an H endorsement takes a driving skills test in a school bus for the purpose of adding the P and S endorsements.

SECTION 6: ADMINISTERING THE PRE-SKILLS TEST

Scheduling. Third party testing organizations control their examiners and are responsible for scheduling skills testing for applicants. On Friday of each week, organizations must submit to their TPT analyst a report of CDL skills tests scheduled for the upcoming week. E-mail is preferred, but faxes are acceptable. The report must show appointments for the upcoming week, including, for each scheduled test: applicant's name and driver's license number; date and time of the test; type of test; testing site; and examiner name or number.

If there are no tests scheduled for the week, the organization should submit a statement indicating "No tests scheduled." It is not necessary to resubmit if the schedule is modified due to a new appointment or other change. However, the organization must submit an updated schedule if requested by Third Party Testing Section.

When scheduling an appointment for an applicant, the organization should screen the applicant. For example, after determining the type of test the applicant seeks, the organization's scheduler should confirm with the applicant that he or she has the required documents and a proper vehicle.

Test overview. The test consists of several parts. Each segment of the test must be passed in order for the applicant to continue. Before the applicant begins the skills test, the examiner must complete a document review and vehicle safety inspection. If the applicant does not have all required documents or a proper vehicle, the test is scored and reported as a failure. The applicant is eligible to retest as soon as the document shortcomings or equipment problems are resolved. If the applicant passes the document review and the vehicle passes the safety inspection, the applicant may begin the skills test. The skills test is conducted in the following order: vehicle inspection (pre-trip), basic control skills and on the road driving test. Each segment of the test must be passed in order to continue to the next segment. A failure of any segment ends the test and the applicant must start over with the vehicle inspection regardless of which segment he or she failed. The applicant is not eligible for retesting until 24 hours after any performance failure.

Training Versus Testing Applicants. Although many testing facilities provide driver training and CDL preparation services, examiners are not allowed to provide training during the CDL skills tests. Everything drivers and students need to know is published in the Michigan Commercial Driver License Manual, which is available at all Secretary of State Branch offices and on the Internet at www.michigan.gov/sos. Drivers may be given a Vehicle Inspection Memory Aid from the Michigan Commercial Driver License Manual and instructed on its use and purpose. However, examiners may not use it to coach and prompt the applicant during the vehicle inspection test.

Drivers may be shown what the off-road skills tests look like, but they should not be coached through the actual course, allowed to practice on the course, or be permitted to review how they will be scored.

Similarly, during training, drivers should not be taken out on the actual driving test route and shown where and how they will be scored. Scoring should never enter into the teaching process. Drivers should know how to drive and maneuver properly, regardless of how or where they are being scored. A general discussion of the required driving test maneuvers is appropriate, but the actual route should not be shared.

Driving test routes are considered restricted test documents and are to be used only by authorized examiners conducting tests for their approved organization. Driving test routes must not be discussed with or distributed to employers, drivers, trainers or other unauthorized persons.

Procedures prohibit an examiner from testing applicants to whom the examiner has provided any behind-the-wheel training. However, an examiner may give extensive pre-trip inspection instruction before and after the test.

Any driver training school that is also a third party tester must be careful to ensure that their training and testing functions do not overlap. If the department determines this has occurred, the third party testing agreement could be terminated.

Document Review. The first part of the test is a document review by the examiner. The examiner must check the applicant's documents to ensure the applicant is eligible for the test and that the vehicle is insured and registered. All documents must be original; photocopies are not acceptable. The organization must retain photocopies of all documents.

- **Base License.** The applicant must show a photo Michigan operator or chauffeur license. The examiner should look closely at the photo to ensure the applicant is the person named on the license. The examiner should compare the applicant's signature on the scoring form with the signature on the base license.
- **Temporary Instruction Permit.** The applicant must have a valid TIP for the group designation and endorsement(s) needed to operate the test vehicle. The examiner should compare the name and driver's license number on the TIP to those on the base license.
- **Medical Examiner's Certificate.** The applicant should have a valid Medical Examiner's Certificate, but may take a driving skills test without the certificate. The examiner should ask the applicant for the certificate. If he or she claims to be exempt or does not have a certificate, the examiner should advise the applicant that the certificate is not needed for a skills test, but that the applicant will be required to have a certificate or valid waiver to drive a commercial motor vehicle.
- **Vehicle Registration.** The applicant must have a valid registration certificate for the vehicle or vehicles used for the test. The examiner must compare the registration plate number shown on the certificate(s) against the vehicle plate(s). Although not required, the examiner may also check the vehicle identification

number(s) shown on the certificate(s) against those on the vehicle identification plate(s).

- **Insurance Certificate.** The applicant must have a valid proof of insurance for the vehicle used for the test. For combination vehicles, proof of insurance is required only for the power unit.

Examiner's Vehicle Equipment Inspection. Prior to beginning a CDL skills test, the examiner must inspect the test vehicle(s) to ensure that it is safe to use during the test. Following are the items an examiner must check.

Horn**Fuel system (leaks)****Suspension components****Mirrors****Safety equipment (extinguisher,
fusees, 3 reflective triangles)****Coupling components**Windshield**Wheels/rims****Steering components****Wipers/ washers****Tires****Brake components****Speedometer****Lug nuts****Doors (all)****Seat belts****Frame****All lights**

SECTION 7.1: ADMINISTERING THE SKILLS TEST

When conducting skills testing, an examiner must have at hand a copy of this manual for reference. The examiner must also have and use the *Michigan CDL Skills Test Standard Verbal Instructions*, the *CDL Skills Test Vehicle Inspection Passing Score Table (Minimum/Maximum)*, and *CDL Skills Test Automatic Failures*. The examiner should also be prepared to provide to the applicant one or more copies of the *CDL Skills Test Vehicle Inspection Memory Aid*.

Standard Verbal Instructions. The examiner must read instructions verbatim from the *Michigan CDL Skills Test Standard Verbal Instructions*. The instructions associated with the each exercise must be read immediately prior to the exercise and the examiner must show any illustrations associated with an exercise. If the applicant has questions, the examiner should answer them and then rephrase any part of the instructions as necessary to ensure the applicant understands them. If the applicant asks, the examiner may reread all or part of the instructions at any time during the test.

A copy of the standard verbal instructions can be found in Appendix C-3.

Min/Max Table, Automatic Failure List and Memory Aid. Examiners must have and use *CDL Skills Test Vehicle Inspection Passing Score Table (Minimum/Maximum)*. This table is required to determine the correct scoring structure for the vehicle inspection (pre-trip) exercise. The *CDL Skills Test Automatic Failures* is a reference listing most automatic failures. The *CDL Skills Test Vehicle Inspection Memory Aid* may be used by the applicant during the vehicle inspection. The examiner must offer to provide one if the applicant does not bring one or needs a replacement.

A copy of the Automatic Failure list can be found in Appendix C-4.

A copy of the Vehicle Inspection Memory Aid can be found in Appendix C-5.

SECTION 7.2: VEHICLE INSPECTION TEST

The purpose of the vehicle inspection test is to determine if the applicant knows if the vehicle is safe to drive. The applicant may use a pencil, clipboard, memory aid, and a pointer. If the applicant passes the pre-trip inspection, the examiner must wait until the end of the entire test before providing feedback.

Examiner Safety Policies

- **Always remain in the applicant's view.** Never get under a test vehicle. Do not stand in front of or behind a test vehicle. Always observe the applicant perform the vehicle start checks from inside the vehicle. Do not stand by the applicant's open door to watch.
- **Avoid contact with vehicle except to get in and out.** Do not reach into the engine compartment. Never stand where a projecting accessory could cause an injury to the examiner.
- **Use care when getting in and out of vehicles.** Pay attention to the cab entry footholds and use them correctly. When getting out of a truck cab, especially a cab-over-engine design, climb out backwards as if climbing down a ladder.
- **Do not help the applicant operate any vehicle components.** The applicants must open/close the engine hood and operate the vehicle controls.
- **Do not raise the engine compartment hood for cab-over tractors.** The applicant is not required to raise the cab. Most of the basic engine items can be checked without doing so. If a particular item cannot be checked without raising the cab, the applicant can describe the location of the item and explain what they would inspect if they could see the component.
- **Ensure the hood safety locks are engaged when opening or closing.** For tilt-cab straight trucks, the applicant will likely have to tilt the cab to see even the most basic items. Once tilted, be sure any locking mechanism or safety latches are locked in place.
- **Loaded and/or Placarded Vehicles.** A loaded vehicle may not be used for a skills test.
- **Hazardous Materials.** A vehicle that is required to display hazardous material placards may not be used for skills testing. "*A vehicle that is required to display hazardous material placards*" means a vehicle carrying hazardous materials on which placards are required by federal law under 49 CFR parts 100 to 199. It does not include a vehicle not carrying hazardous materials and equipped with placards that are folded or covered so as not to display a hazardous material warning. It also does not include a vehicle with permanent placards (e.g. painted labels) that is not carrying hazardous

materials in an amount requiring display of placards under 49 CFR part 100 to 199.

- **Doubles Trailers.** If an applicant arrives with a double trailer combination, they must disconnect one trailer. The group A designation requirement would be met by towing one trailer rated at least 10,001 pounds GVWR.
- **Tow trucks.** Testing organizations must call their TPT analyst for approval when scheduling a test where a tow truck would be used to tow a vehicle in a group A test.
- **Construction equipment.** All tested vehicles must have license plates, registration, insurance, and proper safety equipment to protect the examiner as well as the applicant. Most construction equipment does not require registration and is not eligible to be used as a test vehicle.
- **Mobile trailers.** Contact Third Party Testing Section prior to testing a class A combination vehicle with a trailer designed for business/living. Acceptable trailers in this category include registered contractor trailers with permanent shelving and desks. All materials/tools must be securely contained. The frame and lights must be permanent affixed. Mobile homes and travel trailers are not acceptable.
- **Bobtails.** Drivers are *not* permitted to use “bobtail” tractors for group B skills tests. Although these vehicles meet the size requirements, they are designed to be operated with a trailer in tow and could be unsafe under certain conditions.

Using the Memory Aid. Ask the applicant if he or she has a memory aid. If they do, inspect it for notes. It is permissible if the applicant has crossed out sections that do not pertain to their CDL test. It is also permissible for the applicant to “check off” items with a pencil as they conduct the inspection. An applicant cannot use a different style memory aid or one with written notes. If the applicant’s memory aid is different or has notes on it, give the applicant a clean memory aid to use during the test. Return the applicant’s copy after the test is completed.

Some applicants may mention items that do not appear on the memory aid. This does not mean these items are not important to inspect. Examiners must refrain from telling an applicant not to inspect items because they are not a part of the test. Although inspecting these items may add a few minutes to the test, the benefits of promoting good inspection habits far outweigh the time saved. An adequately prepared applicant should be able to work fairly quickly. Any additional items mentioned by the applicant that are not on the test do not factor in any of the scoring. If the applicant strays too much, the examiner may direct the attention back to the items on the memory aid. Remember that a test using a class A vehicle requires more time than a test using a class B vehicle, and so on.

Vehicle Inspection Test Scoring Procedures. The applicant must identify vehicle components and describe physical parts of the test vehicle to minimum standards to pass and go on to the BCS test. Score the driver's engine compartment inspection and start-up checks in the first scoring section labeled "Vehicle Inspection Test". For the rest of the inspection, use the section for the type of vehicle the driver is inspecting. For a straight truck, bus, school bus, or the tractor on a tractor-trailer combination, use the section labeled "School/Bus/Truck/Tractor". For a trailer, use the section labeled "Trailer".

For a coach bus or transit bus, use the section labeled "Coach/Transit Bus". The "Coach/Transit" section should only be used if the suspension, steering and brake components on the vehicle are not visible. If these items can be identified from outside the vehicle, then use the "School/Bus/Truck/Tractor" section. Turning the steering wheel all the way out on some of these vehicles may help create better sight lines.

How to Prepare and Mark the Scoring Form. Each vehicle section contains the names of inspection items. Each line may have one or more inspection items. Beside each item (or multiple items), there are one or more scoring boxes. Mark through (hash) each of the items when the driver inspects each item(s) correctly. When the driver inspects all item(s) correctly on a given line, mark through the appropriate scoring box immediately to avoid getting behind. Do not make any mark in the scoring box if the driver omits any item on the line or fails to inspect it correctly.

The examiner should keep the pencil poised over each item on the form as the driver inspects it on the vehicle. This accomplishes 2 things. First, the examiner does not have to search to find the proper box if the driver missed an item, or didn't inspect it properly. Second, it helps identify what the driver should inspect, and helps the examiner notice when items are missed.

Items at the top of the scoring form correspond to components at the front of the vehicle. Items at the bottom of the scoring form correspond to components at the rear of the vehicle. Items are grouped according to the vehicle assembly they belong to (i.e. the front brakes are listed in the "Front Suspension" section).

Scoring "Gimmes" and "Lineouts". A "gimme" is where credit is given for inspection items on the scoring form that do not exist on the test vehicle. Common "gimmes" are found within the parentheses. For example, many vehicles do not have spacers. In this case, the examiner marks over the word "spacer" with a "G" and the scoring box for spacers is automatically filled in.

"Lineouts" are items that are crossed out and do not count in the final score. For example, if a vehicle is not equipped with air brakes, then any items related to the air brake system on the scoring form, and the Min/Max table is reduced to account for fewer points being available.

Refer to Appendix C-6 for scoring examples of "gimmes" and "lineouts"

Examiner Positioning. During the inspection, follow the applicant closely enough to be able to hear what him or her. The examiner should be in a position to see what the applicant is looking at, pointing to, or touching. Avoid getting in the way. Also, do not give hints by leading the way or by anticipating which item(s) the applicant would inspect next. For most items, the examiner can observe everything by staying to the side of the applicant. The examiner must get in the vehicle for the cab check/engine start check. The examiner must ask the applicant to speak louder if the examiner cannot hear clearly. If the applicant occasionally forgets to explain what they are doing, the examiner must remind them that they must verbalize their actions. If the applicant is going too fast, the examiner should ask the applicant to slow down or pause for a moment. If the applicant goes too slowly or gives long-winded explanations, the examiner should redirect the applicant to the required inspection items. Examiners may never force the applicant to work at a pace that prevents them from being able to perform well. During the vehicle inspection, examiners must make every effort to prevent an applicant from viewing the scoring form. The applicant should not be able to review his/her progress.

“Prompting” the Applicant. After hearing the instructions, the applicant should be able to do the test without further help. However, the examiner may remind the applicant of each of the main steps to be followed in the inspection. For example, the examiner may remind the applicant to start with the engine compartment. Or the examiner may remind the applicant to turn off the engine before inspecting their lights and continuing their external inspection. Do not prompt the applicant about details of what to inspect. For example, do not say, “You forgot the brakes.” or “What about the tires?”

“Probing” the Applicant’s Responses. After an applicant has mentioned an item, the answer may be incomplete. For example, the applicant might look in the engine compartment and say, “...the belts are snug and not damaged”. The examiner should say, “You mentioned the belts; please indicate where the belts are located.” The examiner should also say, “What do you mean by snug and not damaged?” Sometimes an applicant may point to a component, say its name, and just say that it is in good condition. Ask the applicant what is meant by “good condition”. The applicant must give a proper description of the item. Statements such as “looks good” or “road worthy” are not acceptable answers and credit should not be given for those responses. The examiner must mark a “P” next to any item on the scoring form that the applicant was probed for clarification.

Refer to Appendix C-7 for a sample of a scoring form with probes.

The applicant should have studied the vehicle component scoring standards that pertain to their test as described in the *Michigan Commercial Driver License Manual*. The applicant must be able to locate and identify each component and verbalize or demonstrate the key details from each scoring standard to receive credit for properly inspecting the item.

Refer to Appendix C-8 for vehicle inspection scoring standards.

Completion of the Vehicle Inspection Test. When the vehicle inspection is complete, double check the scoring form. Be sure all applicant and vehicle information is complete and correct. Check that all the vehicle inspection items boxes were thoroughly and properly marked. The examiner may ask the applicant to repeat any inspection item for clarity. However, the examiner may only ask about an item previously mentioned during the inspection.

Add the number of scoring boxes marked during the inspection and enter the number in the vehicle inspection score box. As a cross check, examiners may count the number of unmarked (empty) scoring boxes and subtract this number from the total possible score. The 2 calculation methods should result in the same score total. Use the Min/Max score index to determine if the applicant passed or failed.

If the applicant passed the vehicle inspection, proceed immediately to the Basic Control Skills test. If the applicant failed the test, the examiner must provide feedback to the applicant regarding the vehicle inspection, indicate that the test is over, and advise the applicant they can retest in 24 hours.

SECTION 7.3: BASIC CONTROL SKILLS TEST

The purpose of the Basic Control Skills (BCS) test is to evaluate if the applicant can safely control the vehicle and assess the vehicle's position in relation to other objects. Although an applicant might not perform all of these maneuvers during the course of employment, the same type of judgment and control skills are required in many different driving situations. The applicant must score 9 points or less to successfully complete this portion of the test.

Introducing the Exercises to the Applicant. The BCS test consists of a series of 4 basic control exercises: forward stop, straight line backing, alley dock and right turn. Each organization determines the most efficient order of the exercises based on their testing site.

At the BCS testing site, the examiner reads standard verbal instructions' overview of all the exercises and shows the diagrams on the instruction sheet. The examiner should explain that detailed instructions will be read before each exercise and answer any questions the applicant may have. Before the exercises begin, applicants are permitted to walk around the course. Once the exercises begin, the *applicant must remain in the vehicle with the safety belt fastened* until the completion of all basic control skills exercises, unless the examiner gives permission. An examiner may allow the applicant to exit the vehicle between exercises for any legitimate reason.

Practice Runs. Applicants are not allowed "practice runs" on any part of the BCS course. Practice runs can lead to inappropriate coaching by the examiner and inevitably fairness issues would arise. For example, if an applicant were allowed to practice the Right Turn exercise and the practice score was better than the test score the applicant may want to use the practice score. If the organization offers training services, the BCS course may not be used for any training purposes. The organization must have a separate range for training.

Repeating Exercises. During the BCS exercises, applicants occasionally do not understand the exercise instructions. If the examiner believes the applicant did not understand the instructions, the examiner may allow the applicant another opportunity to complete an exercise without penalty. However, there is a difference between failure to understand instructions and failure to follow instructions. Do not confuse an applicant's inability to complete an exercise with misunderstanding instructions. If the driver cannot complete the exercise as directed after instructions have been repeated a second time, the examiner may elect to terminate the test. Two restarts for different rule violations do not equal an automatic failure. Two restarts of the *same* rule can equal an automatic failure. Most frequently, confusion occurs during the Alley dock exercise. Following are some general guidelines for repeating or continuing the maneuvers.

- **Restarts (any exercise).** Occasionally, drivers may not understand the standard exercise instructions. Examiners should repeat or explain the instructions until

they do understand. If an applicant still attempts the exercise in a way that shows they did not comprehend the directions, the examiner has the option of a “restart.” For a restart, reiterate your instructions and have the driver repeat the exercise. Score the exercise from the beginning by erasing any marks recorded from the previous attempt. Always explain the reason for a restart on the scoring form.

- **Continues (alley dock only).** “Continues” may occur during certain situations on the alley dock exercise. A “Continue” means the driver has not finished the exercise. Examiners should never erase marks when “continuing” the alley dock. Always explain the reason for any continues on the scoring form.
- **Disregarding Instructions.** If an applicant appears to be purposely disobeying your instructions, advise them the test will be stopped if the behavior continues. If the applicant continues to disregard your instructions or fails to perform a maneuver in good faith, stop the test and mark an “X” in the box "Disregard Instructions" located in the “Automatic Failures” area on the front of the scoring form. Mark an “X” in the F-fail box for the Basic Skills but do not record a score total. Be sure to give an explanation in the "Comments" section located on the back of the scoring form.

Basic Control Skills Exercises

Right Turn. The examiner reads the instructions to the applicant. To begin the exercise, the front of the vehicle should be 30 to 50 feet from the right turn cone, simulating the approach to an intersection. The applicant drives forward and turns right around the cone, bringing the rear wheels of the vehicle as close as possible without touching the cone. As the vehicle moves forward, watch for pull-ups or encroachments and mark the scoring form.

Encroachment points are assessed when the vehicle crosses over the boundary or touches the cone. Observe the rear of the vehicle as it goes around the cone. If the side of the vehicle crosses over the foot of the cone, an encroachment is scored. Even though the vehicle did not hit the cone, the vehicle crossed or encroached over the boundary of the cone. To determine the clearance score, use the edge of the tires if they line up closely with side of the vehicle. If the side of the vehicle protrudes significantly beyond the edge of the tires, use the side of the vehicle to score the clearance. The examiner should not discuss the clearance lines with the applicant. The applicant must remain in the vehicle with the safety belt fastened at all times, unless instructed otherwise by the examiner.

The applicant must remain in the vehicle with the safety belt fastened at all times, unless instructed otherwise by the examiner. The applicant must remain seated and cannot open doors to gain a better view.

Practice “drive-bys” are not allowed. A “drive-by” occurs if the applicant drives the vehicle drives by the cone without making a 90-degree turn. The furthest rear axle/wheel must turn around the cone.

The examiner assesses from 1 to 5 points for the clearance and from 1 to 5 points for pull-ups and 6 points for an encroachment (hitting/crossing over) the cone. When the applicant is finished with the turn they must set the parking brake, put the vehicle in neutral and tap the horn.

Forward Stop. The examiner reads the instructions to the applicant and answers any questions. The examiner must stand in a position that does not provide a reference for the applicant (not even with the stop line). The applicant drives down the alley and stop with the front bumper of the vehicle as close as possible to the stop line at the end of the alley without going past the line. If the vehicle stops within the 2-foot clearance space, no points are assessed. If the vehicle is outside of the 2-foot clearance space (the bumper is short of the clearance space or if the bumper is on or past the stop line) one point is assessed. The applicant is not allowed to unbuckle their seat belt, lean out of the window, stand up or open the door. When the applicant is finished, they must set the parking brake, put the vehicle in neutral and tap the horn.

Straight-Line Backing. The examiner reads the instructions to the applicant and answers any questions. The applicant drives forward down the alley until the rear of the vehicle is past the stop line. The applicant then backs the vehicle down the alley. While the applicant is backing, assess an encroachment point each time the vehicle crosses “out of bounds” over a side boundary of the alley, but do not score a second encroachment point when the vehicle crosses back “inbounds” over the boundary. Assess a point for a pull-up each time the applicant stops the vehicle and pulls forward. The exercise is complete when the front bumper of the vehicle passes the last set of cones at the end of alley. When the applicant is finished they must set the parking brake, put the vehicle in neutral and tap the horn.

Alley Dock. The examiner reads the instructions to the applicant and answers any questions. The applicant drives by the entrance of the alley, positioning the vehicle on the inside of the 45-degree reference cone. The examiners should get into position near the middle of the back of the alley, and wave to the applicant to begin. The applicant then backs the vehicle along a curved path into the alley and attempts to stop within 2 feet of the rear of the alley.

As the vehicle backs toward the alley entrance, move to the right or left side of the rear of the alley. Watch for pull-ups as the vehicle begins to back in.

Record pull-ups on the scoring form. When the vehicle starts to back into the alley itself, watch for encroachments on both side boundaries. Record encroachments on the scoring form. Move around as necessary to see if the vehicle goes over any boundaries. However, try to stand where the applicant can see you.

Following are scoring rules for the alley dock exercise.

90-degree Start and 45-degree Cone Position Rule (Restart - No Penalty). If the driver does not have the rear of the vehicle positioned at a 90-degree angle (power unit may be at any angle) from the entrance to the alley dock or if the vehicle is not positioned to the left of the 45-degree reference cone, stop the driver and explain the correct position. The driver may reposition the vehicle without penalty. The reference cone should be located at a 45-degree angle, measured from the left front cone of the entrance to the alley dock. If you need to restart the driver, mark an "X" in the "Restart" box and note the reason (rule) used for the re-start on the scoring form.

Striking the 45-Degree Cone Rule (Restart - no penalty). When the applicant is starting to back up and the vehicle touches or goes beyond the 45-degree reference cone, the examiner immediately signals the applicant to stop the vehicle. The examiner may reread or paraphrase the instructions and direct the applicant to set up the vehicle to begin the exercise again. The examiner does not score any points for the restart and erases any points that may have been assessed. The examiner marks an "X" in the "Restart" box on the scoring form and note the reason (rule). Note: Once the vehicle is beyond the boundary cone, and any part of the rear of the vehicle is within the alley dock boundary area, the examiner must not stop the applicant if the front of the vehicle goes beyond the 45-degree reference cone.

Less Than Halfway Pull Up Rule (Re-start - no penalty). When the applicant is backing and attempts to pull straight forward before backing at least halfway into the alley, the examiner immediately signals the applicant to stop the vehicle. The examiner explains the following instructions:

1. If the rear of the vehicle is less than halfway into the alley, the applicant may only pull forward toward the 45-degree reference cone (not straight), thus keeping the vehicle on a curved path. The front of the vehicle can drive beyond the boundary cone.
2. If the rear of the vehicle is backed more than halfway into the alley, the applicant is permitted to pull straight forward. The front of the vehicle can drive beyond the boundary cone.

Stop Less Than Halfway Rule (Continue exercise & scoring). The applicant is required to make a "legitimate attempt" at positioning the vehicle with the rear bumper as close as possible to the line at the back of the alley. When an applicant tries to end the exercise before the rear of the vehicle is past the halfway mark of the alley, the examiner instructs the applicant to continue the exercise until the rear of the vehicle is beyond the halfway mark. Remind the driver of your original instructions regarding backing to the rear dock. Continue scoring all pull-ups and encroachments. Mark an "X" in the "Continue" box and note the reason (rule) on the scoring form.

Side Boundary Rule (Continue exercise & scoring). The applicant is required to position the vehicle within the side boundaries of the alley dock. There is a 2-foot clearance along the outside of each boundary in which the vehicle may rest to be considered a legitimate attempt. If the vehicle is outside the of the 2-foot clearance,

the examiner directs the applicant to continue the exercise until the vehicle is within the dock boundaries. The examiner may reread or paraphrase the alley dock instructions. Continue scoring pull-ups and encroachments until the vehicle is positioned within the legitimate attempt area. Mark an "X" in the "Continue" box and note the reason (rule) on the scoring form. Note: If the vehicle is outside of the 2-foot clearance but still less than halfway into the alley dock boundary, use the less than halfway restart rule.

Scoring Final Vehicle Position. Once it is determined that the applicant made a legitimate attempt at the exercise, the examiner may continue with the final scoring. The examiner assesses the final position of the vehicle. On the scoring form, locate the "dock boundaries (out)" and strike through the number "1" to score an error if the vehicle is in any of the following positions.

1. The rear bumper is not in the dock's 2-foot rear clearance area.
2. Less than 50% of length of the rear bumper is in the dock's 2-foot rear clearance area.
3. The vehicle is not within side and rear dock boundaries marked by the cones.

The examiner does *not* score an error if the vehicle is positioned:

1. With at least or more than 50% of the length of the rear bumper in the dock's 2-foot rear clearance area

and

2. Within the sides and rear dock boundaries marked by the cones.

Calculating the Final BCS Score. Add all of the exercise scores and mark an "X" in the appropriate pass/fail box in the Basic Skills box on the front of the scoring form. If the applicant scored 9 points or less then proceed to the driving test. If the applicant scored 10 points or more the applicant cannot proceed to the driving test; the test is over.

Refer to Appendix C-9 for diagrams of the BCS exercises.

Refer to Appendix C-10 for BCS scoring standards.

SECTION 7.4: ON THE ROAD DRIVING TEST

Purpose of Test. The purpose of the on the road driving test is to evaluate an applicant's ability to drive safely in most on the road situations. Throughout the test, the examiner evaluates the applicant as they execute driving maneuvers over a predetermined route with various traffic conditions.

Automatic Failure. If the applicant creates an unsafe situation or commits an automatic failure, the examiner shall stop scoring and the test is terminated. The examiner should not reveal the automatic failure to the applicant while the vehicle is in motion. The examiner should give instructions to the applicant that take the most direct route back to the test site. But if the applicant is clearly incapable of continuing, the examiner should direct the applicant to stop in a safe place. The examiner may choose to tell the applicant the test has been terminated and drive the vehicle back to the testing site.

Instructions. After the examiner reads the standard verbal instructions and shows the diagrams, he or she must ensure the applicant understands what is expected. The examiner should answer all questions and may explain the instructions in their own words.

The examiner must use the approved driving test route sheet to read route instructions to the applicant.

The examiner should communicate road test route directions in this form:

- "At the (location), (direction)".
- "At the next intersection, turn right".

When giving instructions, location should always precede direction. Slang should not be used, especially with foreign applicants. Examiners should never use phrases such as:

- "Turn right at the next intersection".
- "At the next street, hang a right".
- "At the next street, make a right".

Avoid using traffic signs to give directions. For example, do not "cue" the applicant by saying, "At the next stop sign, turn left." Giving directions in this manner cues the applicant to stop. Avoid using commercial signs or buildings as landmarks for directions unless there is no alternative. Do not assume an applicant is familiar enough with the area to know such landmarks.

Give directions well before the maneuver is to be performed, but not before reaching a point where the applicant can clearly see where they will do the maneuver. For example, do not tell the applicant to turn at the next intersection if there is another intersection before the one where the applicant should turn.

Before the examiner gives a direction, check traffic and make sure the applicant can pay attention to the command. Try to give directions at the same locations each time the test is given. However, if the applicant is busy with traffic, delay the direction. Or, if it looks like the applicant will be busy when the examiner wants to give a direction, give it a little earlier. It is more important to give directions when the applicant can pay attention than to rigidly give directions at standard locations. In general, give all directions in a manner that avoids distracting the applicant. **Avoid unnecessary conversation not related to test maneuvers.**

The examiner may give additional instructions to keep the applicant on the proper route. For example, if it would be difficult due to heavy traffic for the applicant to change lanes to set up for a left turn after the location where the instruction is designed to be given, the examiner may add an instruction such as, "When it is safe to do so, move one lane to the left." The examiner must not coach the applicant by saying something like, "Move to the left to get ready for the next instruction."

Examiners must use standardized instructions for the urban straight, expressway or rural highway straight, stop/start and any simulated maneuvers (UG/DG, RRX, Student Stop).

Warning or Coaching. Examiners, particularly those who are driver training instructors, must remember that the applicant is taking a test. The examiner should not warn applicants about mistakes (except as required, e.g. speeding). Warning applicants about their bad habits during the driving test can have 1 of 2 opposite effects: coaching an applicant towards a passing score or intimidating the applicant. For example, if an applicant is warned after the first turn to keep both hands on the wheel, the applicant is less likely to repeat this behavior during the remainder of the test. Or the applicant forms the perception the examiner has already decided to fail him or her. An examiner cannot objectively score an applicant's performance if the examiner has influenced the applicant's behavior during the testing process.

Warnings may be given to prevent accidents, injuries, or vehicle damage. Warnings may also be given for speeding and following too closely. **Otherwise, commentary during the driving test regarding applicant performance should be kept to a minimum.**

Scoring methods and criteria

The following pages describe the method and criteria the examiner must use to score the driving test elements. The location of the element category on the scoring form is in parentheses following each heading. The subheading corresponds with each scoring element described.

Approach to a Left Turn (TURNS: Approach)

Traffic Check. Look for indication the applicant is observing the traffic environment ahead, left, right, and rear (through the mirrors) before and after

activating the turn signal; applicant continues head/body movements to left and right; applicant has eye contact with other drivers, pedestrians.

Signal. Applicant activates left turn signal (not too early or late); examiner observes left signal indicator light flashing or examiner hears indicator clicking.

Deceleration. Applicant takes foot off accelerator; decelerates smoothly; brakes gradually, evenly; cleanly changes gears as necessary to keep power.

Coast. Vehicle does not coast (applicant's foot on clutch or gearshift in neutral for more than one vehicle length); examiner feels vehicle slowing down smoothly.

Lane. Vehicle in leftmost lane at appropriate time, but not over lane markings unless necessary and never over center line. Note: Frequently, automobile drivers approaching a left turn lane improperly cross over lane markings and pass on the left those vehicles waiting to make a legitimate move into the left turn lane. The examiner may, at their discretion, choose to not penalize an applicant who crosses a lane marking to preserve his or her ability to make a left turn.

Stop at a left turn (TURNS: If Stop)

Gap. Applicant must stop at a point where he or she is able to see, at a minimum, the rear wheels of the vehicle in front.

Stop Line. Vehicle far enough to be able to see traffic in all directions; however, not out in intersection, not over stop line or crosswalk.

Full Stop. Vehicle comes to full stop; does not roll forwards or backwards.

Wheels Straight. Wheels straight ahead (examiner observes steering when moving away from the stop).

Making a Left Turn (TURNS: Turning)

Traffic Check. Applicant makes head/body movements to left and right, especially to the left mirror; applicant has eye contact with other drivers, pedestrians; applicant uses mirrors.

Gears. Gear change allowed to get started away from stop; changes gears during turn only to maintain proper speed and move vehicle safely through the turn; if gear change necessary, applicant does not pop clutch, clash gears, lug engine or coast.

Both Hands. Applicant has both hands on wheel (no palming); does not let steering wheel slide through hands after completion of turn.

Speed. There should be little noticeable lateral acceleration; no unnecessary stops during turn; applicant maintains smooth, even speed around turn.

Wide. The vehicle is not over or touching the curb; turn is not unnecessarily wide.

Short. The vehicle is not in lane of oncoming traffic at completion of turn causing other traffic to back up, or the vehicle unnecessarily crosses centerline of road it is turning onto.

Yield. Applicant yields to pedestrians and other traffic during the turn.

Conclusion of a Left Turn (TURNS: Complete Turn)

Traffic Check. Applicant makes head/body movements to left and right, especially movement to the right (mirror); applicant establishes eye contact with other drivers, pedestrians; applicant uses mirrors.

Correct Lane. Immediately after left turns to a multi-lane roadway, many automobile drivers overtake large commercial motor vehicles on the right, which may “trap” the commercial motor vehicle in the left lane. There is no penalty if the applicant establishes position in the rightmost lane during the turn unless there is more than one lane of traffic turning left.

Signal Off. Applicant cancels turn signal upon completion of turn.

Accelerate, Move Right. Applicant accelerates smoothly; changes gears cleanly to keep power; checks traffic, activates signal and moves to right lane when traffic is clear (if position in right lane was not established during the turn).

Approach to a Right Turn (TURNS: Approach)

Traffic Check. Look for indication the applicant is observing the traffic environment ahead, left, right, and rear (through the mirrors) before and after activating the turn signal; applicant continues head/body movements to left and right; applicant demonstrates eye contact with other drivers, pedestrians.

Signal. Applicant activates right turn signal (not too early or late); examiner observes right signal indicator light flashing; hears indicator clicking.

Deceleration. Applicant takes foot off accelerator; applicant brakes gradually, evenly; applicant cleanly changes gears as necessary to keep power.

Coast. Vehicle does not coast (applicant's foot on clutch or gearshift in neutral for more than one vehicle length); vehicle should slow down smoothly.

Lane. Vehicle in right-most lane, but not over markings on left side of lane unless necessary; blocks traffic from coming up on right side.

Stop at a right turn (TURNS: If Stop)

Gap. Applicant must stop at a point where he or she is able to see, at a minimum, the rear wheels of the vehicle ahead.

Stop Line. Vehicle far enough to be able to see traffic in all directions; however, not out in intersection, not over stop line or crosswalk.

Full Stop. Vehicle comes to full stop; vehicle does not roll forward or backward.

Wheels Straight. Wheels should be straight ahead (examiner observes steering when moving away from the stop).

Making a Right Turn (TURNS: Turning)

Traffic Check. Applicant makes regular head/body movements to left and right, especially movement to the right (mirror); establishes eye contact with other drivers, pedestrians; applicant uses mirrors.

Gears. Gear change allowed to get started away from stop; changes gears during turn only to maintain proper speed and move vehicle safely through the turn; if gear change necessary, applicant does not pop clutch, clash gears, lug engine or coast.

Both Hands. Applicant has both hands on wheel (no palming); does not let steering wheel slide freely through hands at completion of turn.

Speed. There should be little noticeable lateral acceleration; no unnecessary stops during turn; applicant maintains even speed around turn.

Wide. Vehicle not in lane of oncoming traffic at completion of turn; turn not unnecessarily wide; applicant does not cause other traffic to back up; applicant does not perform unnecessary buttonhook turn.

Short. The vehicle is not over or touching the curb.

Yield. Applicant yields to pedestrians and other traffic during the turn.

Conclusion of a Right Turn (TURNS: Complete Turn)

Traffic Check: Applicant has head/body movements to left and right, especially movement to the right mirror; makes eye contact with other drivers, pedestrians; applicant uses mirrors.

Correct Lane: Vehicle finishes in the rightmost lane.

Signal: Cancels turn signal upon completion of turn.

Accelerate, Move Right: Applicant accelerates smoothly; changes gears cleanly to keep power; if applicant finishes in incorrect lane, applicant must activate signal and move to right lane when traffic clears.

Stopping at an Intersection (INTERSECTIONS: Stopping)

Traffic Check. Applicant has head/body movements to left and right; makes eye contact with other drivers, pedestrians; applicant uses mirrors.

Deceleration. Applicant takes foot off accelerator; brakes steadily; cleanly changes gears as necessary; examiner should feel vehicle slowing down smoothly.

Coast. Vehicle does not coast (applicant's foot on clutch or gearshift in neutral for more than one vehicle length).

Gap. Applicant must stop at a point where s/he is able to see, at a minimum, the rear wheels of vehicle ahead.

Stop Line. Vehicle far enough to be able to see traffic in all directions; however, not out in intersection, not over stop line or crosswalk.

Full Stop. Vehicle comes to full stop; vehicle does not roll forward or backward.

Driving through an Intersection (INTERSECTIONS: Driving Through)

Traffic Check. Applicant has head/body movements to left and right; makes eye contact with other drivers, pedestrians; applicant uses mirrors.

Yield. Applicant is prepared to yield and yields to pedestrians or traffic at or in the intersection.

Lane. Applicant does not change lanes in intersection.

Gears. Gear change allowed to get started away from stop; applicant changes gears in the intersection only to maintain proper speed and move vehicle safely through the intersection; if gear change necessary, applicant does not pop clutch, clash gears, lug engine or coast.

Hands. Applicant has both hands on wheel.

Accelerate. If stop, applicant accelerates smoothly away from stop; cleanly changes gears only as necessary to keep power; does not lug or rev engine. When through intersection, accelerates smoothly; does not disrupt traffic flow.

Lane Change on an Urban or Rural Road or Street (URBAN/RURAL SECTIONS: Lane Changes)

Traffic Checks. Using head/body movements, applicant checks front and rear, especially blind spots, before and after activating the turn signal.

Signal. Examiner sees or hears signal indicator light flashing (not too early or late); applicant cancels signal after lane change.

Spacing. Applicant waits for adequate opening; applicant maintains adequate gap front and rear before, during and after lane change.

Smooth Change. Vehicle blends smoothly with other traffic; applicant does not change lanes abruptly; not over lane markings; applicant maintains speed; applicant moves to center of lane.

Cancel signal. Applicant cancels signal upon completion of lane change.

Straight Section on an Urban or Rural Road or Street (URBAN/RURAL SECTIONS: Straight)

Regular Traffic Checks. Applicant watches for hazards at roadside or from entrances; applicant searches traffic environment 7 to 15 seconds ahead of vehicle (anticipates lane changes, slows for hazards or obstructions immediately); applicant makes regular head/body movements to left/right, scanning all mirrors.

Selects Proper Lane. Applicant selects right lane if clear; selects center lane only if right lane obstructed by tree branches, utility poles, etc., or if there is a high volume of traffic turning from or into the lane.

Keeps Vehicle in Lane. Applicant keeps vehicle in center of lane; vehicle does not wander over lane markings.

Speed. Vehicle keeps up with traffic flow (never exceeding posted limit); applicant times approach to hazards or obstructions to avoid continual slowing up, stopping, and accelerating; applicant maintains steady speed.

Following Distance. Applicant maintains a minimum of 1 second per 10 feet of vehicle length when under 40 mph; adds 1 second if over 40 mph; avoids having view blocked by large vehicles in front.

Preparing to Pull Off the Road (STOP/START: Approach)

Traffic Check. Examiner looks for head/body movements indicating the applicant is searching ahead, left, right, and to the rear (through the mirrors) before and after activating turn signal.

Signal On. applicant activates right turn signal (not too early or late); examiner observes right signal indicator light flashing; examiner hears indicator clicking.

Correct Lane. Vehicle in rightmost or curb lane.

Deceleration. Applicant takes foot off accelerator; brakes steadily; changes gears smoothly; examiner feels vehicle slowing down smoothly.

Not Coast. Vehicle does not coast (applicant's foot on clutch or gearshift in neutral for more than one vehicle length).

Coming to Stop Off Road (STOP/START: Stop)

Parallel. Vehicle parallel to curb.

Location. Applicant does not park in areas of limited sight distance (in curves, just below crest of hill etc.).

Blocking. Vehicle does not block driveways, fire hydrants, signs, etc.

Signal Off, 4-Ways On. Applicant cancels turn signal; activates 4-way flashers.

Parking Brake On, Neutral: Applicant sets parking brake; puts gearshift in neutral or park; releases foot brake; applicant's foot not depressing clutch.

Pulling Back On to Road (STOP/START: Resume)

Traffic Check. Before vehicle moves, applicant makes head/body movements to left and right mirrors; applicant checks right mirror to see if anyone has approached the vehicle; checks left mirror for approaching traffic; applicant establishes eye contact with other drivers, pedestrians.

4-Ways Off. Applicant turns off 4-way flashers.

Signal. Applicant activates left turn signal.

Parking Brake Off. Applicant releases parking brake, then puts vehicle in gear

Not Stall Engine. Applicant does not stall engine when pulling away.

Reverse. Applicant does not move vehicle in reverse when attempting to pull forward onto roadway.

Traffic Check. Applicant checks traffic again, especially left mirror, but also to right.

Accelerate. Applicant does not ride clutch (foot on clutch); applicant accelerates ahead smoothly; changes gears cleanly; does not lug or rev engine.

Smooth Merge. Applicant does not turn wheel before vehicle moves; no abrupt turns; vehicle blends smoothly with other traffic; applicant maintains speed; not over lane markings; moves to center of lane; adequate gap front and rear after merge.

Cancel Signal. Applicant cancels turn signal after merging into traffic lane.

Negotiating a Curve (CURVE)

Speed: Enter, Through. Applicant reduces speed *before* curve; applicant does not have to brake or change gears while in curve; applicant maintains speed during curve; no strong lateral accelerations.

Stay in Lane. Applicant keeps all vehicle wheels in lane.

Traffic Checks. Applicant makes continual traffic checks; applicant makes extra effort to keep track of following vehicles when coming out of curve.

Entering an Expressway (EXPRESSWAY: Merge On)

Traffic Check. Applicant checks both front and rear (mirrors) as approaching entry, especially to the left (blind spot) and before and after activating turn signal.

Signal. Applicant activates signals as soon as expressway traffic can see the vehicle.

Spacing: Applicant does not tailgate; applicant does not cause following traffic to slow down.

No Stop. Applicant merges without stopping (unless necessary).

Lane. Applicant keeps vehicle within all lane markings.

Merge. Applicant does not exceed ramp speed; accelerates smoothly to traffic flow in acceleration lane; applicant changes gears cleanly; does not rev or lug engine; no abrupt turn into expressway lane; not over lane markings; applicant moves to center of driving lane (right-most lane)

Cancel Signal. Applicant cancels turn signal as soon as merge is complete.

Changing Lanes on an Expressway (EXPRESSWAY: Lane Changes)

Traffic Checks. Applicant checks front and rear, especially the blind spots and before and after activating the turn signal.

Signal. Examiner sees turn signal indicator light flashing or hears signal.

Spacing. Applicant waits for adequate opening; maintains adequate gap front and rear before, during and after lane change.

Smooth Change. Vehicle blends smoothly with other traffic; applicant does not change lanes abruptly; not over lane markings; applicant maintains speed; applicant moves to center of lane.

Cancel Signal. Applicant cancels turn signal once lane change is completed.

Straight Section on Expressway (EXPRESSWAY: Expressway Straight)

Regular Traffic Checks. Applicant checks surrounding traffic conditions; applicant searches traffic environment 7 to 15 seconds ahead of vehicle (anticipates lane changes, merging traffic, slows for hazards or obstructions as soon as they are seen); applicant makes regular head/body movements to left/right scanning all mirrors.

Selects Proper Lane. Applicant keeps vehicle in right-most lane except to pass.

Keeps Vehicle in Lane. Applicant keeps vehicle in center of lane.

Following Distance. Applicant maintains a *minimum* of 1second per 10 feet of vehicle length when under 40 mph; adds 1second if over 40 mph; applicant avoids having view blocked by large vehicles in front.

Speed. Applicant keeps up with traffic flow but does not exceed posted speed limit — maintains steady speed.

Exiting an Expressway (EXPRESSWAY: Exit Expressway)

Traffic Check. Applicant checks traffic, especially to the right (blind spot) and before and after activating the turn signal.

Signal. Examiner sees or hears the signal indicator light flashing.

Smooth Merge to Exit Lane. No hard (sharp) turn onto deceleration lane; vehicle enters exit lane at start of exit lane; vehicle not over lane markings.

Keeps Minimum Speed Until Exit. Applicant uses the exit lane to slow down; applicant does not drop below legal expressway speed while on expressway.

Ramp Deceleration. Applicant does not exceed ramp speed; no noticeable lateral acceleration on ramp curve; decelerates smoothly; brakes evenly; applicant changes gears cleanly; does not lug or race engine.

Spacing. Applicant maintains adequate gap on ramp.

Lane. Applicant keeps vehicle between all lane markings.

Coast. Vehicle does not coast (applicant's foot on clutch or gearshift in neutral for more than one vehicle length).

Cancel Signal. Applicant cancels turn signal on ramp.

Driving Up a Grade (DRIVE UP GRADE)

Proper Gear. Applicant verbalizes or demonstrates changing to lower gear before starting up hill; no lugging or racing engine; applicant keeps hands on wheel.

Keep Right. Applicant verbalizes or keeps vehicle in rightmost lane.

4-Ways if Slow. Applicant verbalizes or demonstrates using 4-way flashers if moving too slowly for traffic on the upgrade.

Traffic Checks. Applicant verbalizes or demonstrates regularly checking traffic, especially to left and rear (mirrors).

Driving Down A Grade (DRIVE UP GRADE)

In Proper Gear. Applicant verbalizes or demonstrates the following criteria: change to lower gear before grade; engine not lugging or racing; vehicle must be in gear (vehicle not coasting in neutral or with applicant's foot on clutch).

Test Brake. Applicant verbalizes or demonstrates checking the service brakes before starting down grade.

Snub Brake. Applicant verbalizes or demonstrates the following snub braking criteria: Increases following distance (gap) and selects a "safe" speed, one that is not too fast for the weight of the vehicle, length and steepness of the grade, weather and road conditions. Once the "safe" speed is reached, the applicant applies the brakes hard enough to feel a definite slowdown (about a 3 second application). When the vehicle speed has been reduced to 5 miles per hour below the "safe" speed, the applicant releases the brakes. Once the vehicle resumes the "safe" speed, the procedure is repeated to the end of the downgrade.

Keep Right. Applicant verbalizes keeping or keeps vehicle in right-most lane.

4-Ways If Slow: Applicant verbalizes or demonstrates using 4-way flashers if moving too slowly for traffic and canceling 4-ways at end of downgrade.

Traffic Checks. Applicant verbalizes or demonstrates regularly checking traffic, especially to left and rear (mirrors).

Railroad Crossing (RAILROAD CROSSING)

Traffic Check: Examiner looks for indication applicant is looking and listening for the presence of trains; applicant makes head/body movements to left and right.

Hazmat 4-ways. Ignore this on the scoring form.

Stop Law. If the vehicle is a school bus or commercial passenger vehicle, the applicant must stop the vehicle no closer than 15 feet, and no farther than 50 feet from nearest rail; must activate hazard lights (4-way); if vehicle is a school bus, the applicant must open door, open window, shut off fans, heaters and radio before proceeding across tracks.

Scoring standards for a school bus. The applicant must:

1. Turn on 4-way flashers at least 100' before stopping (not student pick up lights).
2. Stop vehicle completely 15 feet to 50 feet from the nearest rail.
3. Turn off all electrical equipment.
4. Open the entry door and the applicant's window.
5. Look both ways before crossing the railroad crossing.
6. Proceed across tracks without shifting gears and with both hands on the wheel.

Note: School bus drivers are not allowed to activate the alternately flashing lights when operating a school bus on a public highway or private road when not transporting school pupils. Use of these lights at a railroad crossing is a traffic violation and an automatic failure.

Note: The school bus applicant may set the parking brake or close the door before crossing the tracks. The applicant may wait to close the door after the crossing. These practices vary between different school districts. The only testing requirement involving the proper time to close the door is that the applicant may not do so while crossing the tracks.

Gears: Applicant does not change gears or stop while on tracks (for all vehicles).

Hands: Applicant keeps both hands on wheel (for all vehicles).

Driver Hazard Awareness (BRIDGE/OVERPASS/SIGN)

Bridge. After passing over bridge, the examiner asks the applicant to identify the posted weight limit.

Overpass. After driving underneath an overpass, the examiner asks the applicant to identify the posted clearance (height).

Sign. After passing a designated road sign, the examiner asks the applicant to identify what the sign indicated.

School bus student stop (SIMULATED STUDENT STOP)

Michigan law prohibits activation of alternately flashing lights when operating a school bus on a public highway or private road unless transporting school pupils. Therefore, the Student Stop exercise must be completed off-road. The applicant must *verbalize and demonstrate* the following criteria as the exercise is completed. For the purpose of this simulated exercise, make sure that the applicant understands that the student stop is on the right side of the road with no students crossing the roadway.

Traffic Check. On approach, look for indication that the applicant is observing the surrounding traffic environment; applicant shows head/body movement to left

and right; applicant uses all mirrors; applicant establishes eye contact with other drivers, pedestrians and waiting pupils.

Deceleration. Applicant eases foot off accelerator; applies service brake to warn motorists of impending stop; brakes gently and evenly; changes gears as necessary; examiner feels vehicle slow down smoothly.

Signals On. Applicant activates appropriate signals as required; with 4 light system, applicant must verbalize and activate the alternately flashing red lights not less than 200 feet from the designated stop; with 8 light system, applicant must verbalize and activate the alternately flashing amber lights not less than 200 feet from the designated stop (failing to do so results in an automatic failure of the driving test); applicant activates right turn signal after the alternating flashers are on.

Position. Applicant moves vehicle as far right as possible so as not to obstruct the normal flow of traffic; applicant positions vehicle parallel to the side of the road; applicant brings vehicle to a full stop at a safe distance from the designated stop.

Secure Bus. Applicant must apply parking brake and shift to neutral or park (failing to do so is an automatic failure of the driving test).

Signals (Stop Arm). Applicant cancels right turn signal; opens passenger door(s) when safe to do so; with 8 light system, the alternately red flashing lights activate, and if equipped, the stop arm fully extends when the passenger door(s) open.

Passenger Search, Load, Unload. Applicant checks traffic; applicant checks that all entering pupils are safely seated and that all exiting pupils are safely clear of the vehicle; applicant accounts for all pupils before the bus moves. (Note: Applicants may receive credit for verbalizing loading OR unloading procedures.)

Signals Off. Applicant closes door(s) and cancels all signals.

Traffic Dispersal. Applicant maintains stopped position; applicant waits and watches for all traffic to clear.

Traffic check. Applicant shows head/body movement to left/right; applicant checks all mirrors; applicant establishes eye contact with other drivers, pupils.

Signal On. Applicant activates left turn signal.

Accelerate, Merge. Applicant accelerates smoothly and merges safely into traffic; no hard (sharp) turns; does not put in reverse, ride clutch or stall engine; applicant changes gears cleanly; moves to center of lane; adequate spacing front and rear after merge.

Signal off. Applicant cancels left turn signal.

General Driving Behavior (GENERAL DRIVING BEHAVIOR)

Clutch Usage. Applicant always uses clutch to shift; double clutches non-synchronized gears; applicant does not rev or lug the engine; applicant does not coast with clutch in; does not ride clutch to control speed; applicant does not “pop' clutch”

Gear Usage. Applicant does not grind or clash gears; does not coast with gear shift lever in neutral; applicant does not rev or lug engine; applicant does not shift unnecessarily in turns and intersections; applicant could explain/demonstrate proper gear technique for upgrade/downgrade; applicant does not move vehicle in reverse when attempting to drive straight ahead at stop/start, intersection, etc.

Brake Usage. Applicant does not “ride” brake; applicant brakes smoothly using steady pressure; does not pump brake or use brake harshly; uses parking brake at stop/start and/or simulated student stop; applicant could explain/demonstrate brake check or "safe speed" braking technique for upgrade/downgrade.

Steering. Applicant keeps both hands on wheel; does not palm, under or over-steer (erratic); good control while moving; does not let steering wheel slide freely through hands upon completion of turn; does not turn wheels while stopped for turns.

Traffic Checks. Applicant maintains awareness of the entire traffic environment; applicant makes regular check surrounding traffic conditions with head/body movements to the left and right; used all mirrors; applicant knows correct bridge/overpass or sign recognition.

Following Distance, Gap, Yield, Spacing, Merge, Blocking, Location. Applicant does not follow vehicle ahead too closely; applicant allows a minimum of 1second per 10 feet of vehicle length when under 40 mph (add 1second if over 40 mph — more in inclement weather); applicant able to see, at a minimum, the rear wheels of the vehicle in front when stopped; prepared to yield at intersections and turns (foot off accelerator, shadowing brake etc.); applicant properly explained traffic dispersal or loading/unloading procedures for simulated student stop exercise; good spacing during lane changes or during expressway merge/exit; does not block driveway, traffic sign, etc. during stop/start exercise; does not park at location with limited sight distance (curves, hill, etc.) during stop/start exercise.

Speed/Throttle Control. Applicant accelerates properly; does not stall engine; does not allow vehicle to drift back; no disruption in traffic flow; decelerates properly; vehicle slows down smoothly; applicant maintains even vehicle speeds; good speed control in turns or curves; adjusts speed appropriately for traffic, road or weather conditions.

Lanes. Applicant does not put vehicle over curbs, sidewalks, or lane markings; does not encroach on crosswalks or stop lines; turns into correct lane; does not turn too wide or too short; stays in right lane when driving on a multiple-lane road

or during the upgrade/downgrade exercises; parks parallel to curb during stop/start exercise.

Signal Usage. Applicant not early or late with signal; cancels signal; uses 4 ways at an actual or simulated railroad crossing requiring a stop; verbalizes 4-ways during upgrade/downgrade.

Traffic Violation. After the vehicle begins moving, applicant instructed to use safety belt —fails to stop or yield — violates speed laws — illegal lane usage — fails to use proper signal — does not obey all signs and signals — violates stop law at railroad crossing — does not obey emergency vehicle, school bus or other traffic laws.

Stationary Emergency Vehicle Law. In the event of a stationary emergency vehicle, closely observe the applicant. Give the applicant ample opportunity to slow down or move one lane over from the vehicle. If he or she shows no sign indicating recognition of situation and makes no sign or reacting, tell him or her to move over or slow down (depending on traffic). Terminate the test as an automatic failure due to a traffic violation. Score this as a “Traffic Violation/Other.”

SECTION 8: THE SCORING FORM

The Driving Test portion of the scoring form is divided into areas for scoring the different maneuvers and the different error types.

Designated Locations. The larger, upper area of the scoring form is used to score errors committed while executing maneuvers at “designated” locations, which are predetermined. Most scored errors take place at designated locations.

Non-Designated Locations. Occasionally, applicants commit errors at “non-designated” locations. These errors are scored the lower area of the scoring form labeled “General Driving Behavior.”

Designated Turns. There are 4 columns of boxes on the left and 4 columns of boxes on the right. The columns on the left are for left turns. The ones on the right are for right turns. They are numbered in the order the turns occur on the route. Column 1 of the left turn column is for the first left turn on the route. Column 2 is for the second turn, and so on. As the applicant approaches each designated turn, mark through the turn number at the top of the column and prepare to score errors occurring during the turn. The mark also documents that the maneuver took place.

Designated Intersections. There are 4 columns for scoring intersections. The first 2 columns, labeled “S”, are for intersections where the applicant has to make a legal stop; for example, at a traffic light or a stop sign. The third and fourth columns, labeled “T” are for marking through intersections (green or yellow traffic lights where no stop is made).

Designated Urban/Rural Straight Sections. This section has 2 columns. Use the one labeled “U” for the urban section. Use the one labeled “R” for the rural section. In most cases, the examiner scores the applicant when they get to the end of the section. However, if the applicant makes an error while in the section, such as driving in the wrong lane, mark the error when he/she sees it. The Urban/Rural space on the form includes room for marking lane changes. Every route will have an urban section. The rural section is only used when an expressway is not available.

Designated Stop/Start. The behaviors for the stop/start exercise are organized into 3 groups: approach, stop, and resume. The examiner can usually score each group separately as the applicant completes it. Score the approach as soon as the applicant comes to a stop. Then check the stop behaviors and score them **before** telling the applicant to continue. After the applicant pulls away, score the remaining items.

Designated Curve. This section is used to score a curve to the left or right, based on the route.

Designated Expressway. Score the expressway section in 4 phases: merge on, lane changes, expressway straight, and exit. Mark each phase as the applicant completes it. There are 2 boxes for lane changes. Mark the one labeled 'L' for the lane change to the left. Mark the one labeled 'R' for the lane change to the right.

Designated Driving Up Grade and Driving Down Grade Simulation. The driving up/down grade column is used to score the simulated mountain grade exercise. Although applicants must always be instructed to verbalize the steep grade exercise, they will receive credit for verbalizing and/or demonstrating the proper procedures.

Designated Railroad Crossing. This section has one column for scoring. It is scored as actual or simulated, whichever applies to the testing route. Remember that all commercial passenger vehicles including school buses must come to a complete stop at the railroad crossing.

Designated Bridge / Weight/Overpass Clearance / Advisory Sign. There is one space for marking a bridge weight, overpass clearance or alternate advisory sign. It will be utilized according to what he/she has incorporated onto his/her route.

Designated Student Stop. This exercise is scored only if the applicant is operating a yellow and black school bus. The maneuver is located in the lower left corner of the scoring form. Similar to the Upgrade/Downgrade exercise, the applicant will verbalize and demonstrate the maneuver. They can receive credit for demonstrating or verbalizing the proper procedures.

Marking Driver Errors on the Scoring Form. To record an error, enter into the scoring box the first 1 or 2 letters of the word that correspond to the driver's behavior (e.g., enter "C" for Coast). Make no mark if the driver performs satisfactorily.

For some maneuvers, the examiner must consider if the driver did more than one thing incorrectly. For example, the second line on the approach of a left or right turn reads "Signal, Decel, Coast, Lane." This covers several things a driver should do when approaching a turn: 1) turn on the signal; 2) decelerate smoothly; 3) not coast with the clutch in or gearshift in neutral; and 4) be in the correct lane to make the turn. If the driver failed to do one of these things correctly, the examiner would enter the first 1 or 2 letters of the incorrect behavior in the box that corresponds to the maneuver and location. For example, if the driver did not signal, the examiner would enter the letter "S" or "SI" in the appropriate scoring box. See Figure C-1 for examples of marking driver errors.

Documenting Missed Maneuvers. In rare instances, a maneuver might be missed due to an unexpected traffic situation or driver error. To show that a maneuver was not performed, draw a vertical line down through the entire column of boxes used for marking that maneuver. The examiner should use the "Comments" section to explain why the maneuver could not be completed. Intentionally modifying or shortening a driving test route without departmental approval is a serious violation of testing

procedures and may be a criminal violation. If the applicant misses a maneuver, document why it was missed!

General Scoring Sequence. The examiner should follow these steps when scoring a maneuver:

- Find the maneuver on the scoring form and be ready to mark it.
- Check the applicant and the traffic. When the applicant can pay attention, give directions for the next maneuver.
- Watch the applicant perform the entire maneuver.
- Mark the scoring form.

It is important to wait to score a maneuver until after the maneuver is completely finished. For example, an examiner may be tempted to record an error during a turn. While the examiner is marking the error, the driver could commit additional errors that go unobserved. Also, it is important to mark the scoring form immediately after each maneuver. Do not try to remember what the driver did and mark the form later in the route, or worse, back at the office.

Spillover Errors. If a driver commits 2 or more errors on a line that has several scoring items on it, only one error should be documented in the scoring box associated with that line. The other error is marked within the appropriate general driving behavior category. For example, on Right Turn #1 the driver commits the following 2 errors:

- Stops beyond the stop line
- Does not keep the front wheels positioned straight ahead

On Right Turn #1, there is only one scoring box that corresponds to both errors. Therefore, the errors are marked as follows. One error (examiner's choice but generally the first one observed) is scored within the box that corresponds to Right Turn #1 (Figure C-2).

Figure C-2

LEFT				TURNS				RIGHT				
1	2	3	4					1	2	3	4	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approach					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic check _____					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signal, Decel, Coast, Lane _____					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If Stop					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gap, Stop line, Full stop, Wheels straight _____					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turning					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic check _____					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gears, Both hands _____					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Speed, Wide, Short, Yield _____					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete Turn					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic check _____					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Correct lane _____					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signal, Accelerate, Move right _____					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Scoring Errors at Non-Designated Locations. Errors occurring at non-designated locations are scored in the appropriate categories under the heading, "General Driving Behavior." For example, if the driver makes a wide turn at a non-designated location (such as leaving the parking lot), a backwards slash is drawn through the word "wide" within the general driving behavior category, "Lanes" (Figure C-4).

Figure C-4

GENERAL DRIVING BEHAVIOR Mark boxes below for two or more errors occurring at designated (scored) and non-designated locations (one or more for last (Bold) category).

Clutch usage (improper clutch, ride clutch, coast) Follow distance, gap, yield, spacing, merge, location, blocking, position

Gear usage (rev, lug, clash, neutral, reverse, turns, int's, UG/DG) Speed/throttle control (slow, fast, uneven, stall)

Brake usage (rough, riding, pumping, parking, DG) Lanes (over lines, incorrect lane, ~~wide~~, short, move right, par., UG/DG)

Steering (hand off wheel, poor control, erratic, wheels straight) Signal usage (early, late, fail to cancel, hazmat 4w, UG/DG)

Missed traffic checks, search, sign, overpass, bridge, UG/DG **Traffic viol. (safety belt, full stop, RRX, speeding, no signal, other)**

<p>SIMULATED STUDENT STOP (SCHOOL BUS ONLY)</p> <p>Traffic check, Decel, Signals on <input type="checkbox"/></p> <p>Position, Secure bus, Signals, (Stop arm) <input type="checkbox"/></p> <p>Passenger search, load, unload <input type="checkbox"/></p> <p>Signals off, Traffic dispersal <input type="checkbox"/></p> <p>Traffic check, Signal on/off, Accel, Merge <input type="checkbox"/></p>	<p>*Comments Or Reason For Automatic Failure</p>
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41909



Assessing General Driving Behavior at the End of the Test. At the conclusion of the test, ALL errors occurring at pre-determined "designated" locations are distributed to the corresponding general driving behavior (GDB) categories. Carefully survey the scoring form for all errors occurring at designated locations (Turns, Intersections, Urban, Expressway, Student Stop, etc). Circle each error from the designated locations and then "take it to GDB" by marking a forward slash over the matching word in the appropriate GDB category:

Scoring the General Driving Behavior Categories. As stated earlier, during the driving test, the General Driving Behavior categories are used to document driver errors occurring at "non-designated" locations by marking a "backward" slash through word that best describes the error. At the end of the test, all driver errors from "designated" locations are also distributed to GDB using a "forward" slash. Scoring boxes are marked whenever there are 2 or more slashes on a given line (Figure C-6).

Figure C-6

GENERAL DRIVING BEHAVIOR Mark boxes below for two or more errors occurring at designated (scored) and non-designated locations (one or more for last (Bold) category).

Clutch usage (improper clutch, ride clutch, coast) Follow distance, gap, yield, spacing, merge, location, blocking, position...

Gear usage (rev, lug, ~~clash~~, neutral, reverse, turns, ~~ips~~, UG/DG) Speed/throttle control (slow, fast, uneven, stall)

Brake usage (rough, riding, pumping, parking, DG) Lanes (over lines, incorrect lane, wide, short, move right, par., UG/DG)

Steering (hand off wheel, poor control, erratic, wheels straight) Signal usage (early, late, fail to cancel, hazmat 4w, UG/DG)

Missed traffic checks, search, sign, overpass, bridge, UG/DG **Traffic viol. (safety belt, full stop, RRR, speeding, no signal, other)**

**SIMULATED STUDENT STOP
(SCHOOL BUS ONLY)**

Traffic check, Decel, Signals on

Position, Secure bus, Signals, (Stop arm)

Passenger search, load, unload

Signals off, Traffic dispersal

Traffic check, Signal on/off, Accel, Merge

***Comments Or Reason For Automatic Failure**

41909

TPT-011 (Rev. 06-99) Driving Test Passing Score 25 Errors or Less

General Driving Behavior – “Traffic Violations.” The last category in the general driving behavior area, which is in bold text, is scored more severely. The **first** time a slash appears in this category, examiners must mark the corresponding scoring box.

A mark on the bold "traffic violations" line does **not** necessarily mean the driver has failed the test. A list of automatic failures can be found elsewhere in this manual, as well as on the *CDL Skills Tests Automatic Failures* sheet provided to each examiner.

Figure C-7

GENERAL DRIVING BEHAVIOR Mark boxes below for two or more errors occurring at designated (scored) and non-designated locations (one or more for last (Bold) category).

Clutch usage (improper clutch, ride clutch, coast) _____ Follow distance, gap, yield, spacing, merge, location, blocking, position _____

Gear usage (rev, lug, clash, neutral, reverse, turns, int's, UG/DG) _____ Speed/throttle control (slow, fast, uneven, stall) _____

Brake usage (rough, riding, pumping, parking, DG) _____ Lanes (over lines, incorrect lane, wide, short, move right, par., UG/DG) _____

Steering (hand off wheel, poor control, erratic, wheels straight) _____ Signal usage (early, late, fail to cancel, hazmat 4w, UG/DG) _____

Missed traffic checks, search, sign, overpass, bridge, UG/DG _____ **Traffic viol. (safety belt, full stop, RRX, speeding, no signal, other) _____**

**SIMULATED STUDENT STOP
(SCHOOL BUS ONLY)**

Traffic check, Decel, Signals on _____

Position, Secure bus, Signals, (Stop arm) _____

Passenger search, load, unload _____

Signals off, Traffic dispersal _____

Traffic check, Signal on/off, Accel, Merge _____

***Comments Or Reason For Automatic Failure**

41909

TPT-011 (Rev. 06-99) Driving Test Passing Score 25 Errors or Less

At the end of the driving test, tabulate the score. A score of 25 points or less is a passing score. It is suggested that examiner and applicant exit the test vehicle prior to summarizing the test, which removes the applicant from his or her “comfort zone.” The examiner needs the attention of the applicant. If the applicant fails the test, being outside the vehicle puts the examiner in a better position to deal with any emotional response.

Scoring Form Completion Guidelines. Examiners must fill out and submit a scoring form for each applicant that appears for a test whether they pass or fail. This includes completing a scoring form for “incomplete” tests such as document and equipment failures. By filling out a scoring form for each test applicant, the organization accurately records the applicant’s testing history. In the event of a complaint or investigation, this can benefit the organization and help the Department resolve any issues. Examiners do not have to complete a scoring form for persons that do not show up for their test.

On a monthly basis, organizations must forward all original test scoring forms to the Department. Using optical character recognition technology, an image of the scoring form (both sides) is created for archival and investigative purposes. Also, certain examiner and applicant data is captured from the comb field boxes located on the top of the form. Examiners must be very careful when entering information in any of the

comb field boxes. The following scoring form completion guidelines help produce reliable program reports and an accurate driver history:

Following are some general requirements regarding scoring form completion.

- Always use a number 2 or darker lead pencil for completing the entire form. Keep all numeric and alpha characters inside the corresponding box.
- Always start with the leftmost box when entering data in a particular category. Leave blank any unused boxes at the end (right side) of a field.
- Always use capital letters for information requiring alphabet characters. Hyphens, JR, SR, II, III etc., are acceptable and should be entered one character per box.
- For single digit dates, times, site numbers, scores and GVWR's under 100,000 pounds, enter a "0" first.
- Practice good numeric character definition such as using "open" fours and "closed" nines to minimize misread numbers.
- Code all other boxes using an "X". Keep the "X" inside the box. Do not "color in" boxes!
- Minimize all stray marks and completely erase all errors. Smudged, stained, wrinkled, folded, or damaged forms must be recopied onto a new original with identical information.
- Until the scoring forms are updated, continue to record the phrase "S Test" in the comments box for all school bus tests.

Examiner comments, notes etc., are permissible anywhere in the scoring areas. Additional (objective) remarks, comments or notes regarding the applicant's performance often provide valuable information about the test, especially in the event of a complaint or legal dispute.

Refer to Appendix C-1 for a sample scoring form, general instructions, and calculating GVWR using tire ratings.

APPENDIX C-1 SAMPLE SCORING FORM AND GENERAL INSTRUCTIONS

CDL Scoring Form (Front)

A.M. P.M. Start Time Finish Time A.M. P.M.

Michigan Department Of State
Commercial Driver License Skills Tests Score Sheet

Driver License Number		Examiner Number	
Applicant First Name		Applicant Last Name	
County		Test Date	Site Number
Current License Information		CDL Frequency Instruction Permit (T/P) Information	
Base <input type="checkbox"/> Operator <input type="checkbox"/> Chauffeur	RESTRICTIONS <input type="checkbox"/> No CDL <input type="checkbox"/> A <input type="checkbox"/> R <input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> H <input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> T <input type="checkbox"/> X	CDL Instruction Restrictions 28 29 30 35 36 <input type="checkbox"/> 28 <input type="checkbox"/> 29 <input type="checkbox"/> 30 <input type="checkbox"/> 35 <input type="checkbox"/> 36	Restrictions 2B <input type="checkbox"/> H <input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> T <input type="checkbox"/> X
Vehicle Plate / GWR Vehicle GWR	Trailer Plate / GWR Trailer GWR	Vehicle Description Restrictions *28 35 36 <input type="checkbox"/> L <input type="checkbox"/> U	
CDL Skills Tests Results		Automatic Failures	Reason for Incomplete Test
Vehicle Inspection P <input type="checkbox"/> F <input type="checkbox"/> Test Insp. Score	Basic Skills P <input type="checkbox"/> F <input type="checkbox"/> Basic Skills Score	Entry Test P <input type="checkbox"/> F <input type="checkbox"/> Driving Test Score	<input type="checkbox"/> Documents <input type="checkbox"/> Equipment <input type="checkbox"/> Other
Certificate Number <input type="checkbox"/> See Comments*			

VEHICLE INSPECTION TEST

Engine Compartment leaks/hoses/all belts oil level coolant level power steering fluid water pump/fan alternator air compressor	Cab Check / Engine Start clutch/gearshift oil pressure gauge temperature gauge ammeter/volmeter mirrors/windshield emergency F-E-T (FA-FL) steering pay	Lights / Reflectors clearance/strobe head H-L tail turn signals L-R 4w(Amb-Red-Arm) brakes reflectors
School/Bus/Truck/Tractor Steering steering box/hoses steering linkage Front Suspension springs(air) mounts shock Front Brake slack adjuster chamber hose/line disc/drum/linings Front Wheel rim tire hub oil seal lug nuts Side of Vehicle door/mirror(stop arm) fuel tank battery/box drive shaft(s) exhaust system frame School / Other Bus pass. entry/lifts emergency exits seating	Rear Suspension springs(air)/torque mounts (shocks) Rear Brakes slack adjusters chambers hoses/lines discs/drums/linings Rear Wheels rims tires axle seals lug nuts (spacers) Rear of Vehicle splash guards (doors/lift)	Trailer Trailer Front air/sec. connections (hooder board) Side of Trailer landing gear (doors/tie/lift) frame (landing release arm) locking pins Wheels rims tires axle seals lug nuts (spacers) Suspension springs(air)/torque mounts (shocks) Brakes slack adjusters chambers hoses/lines discs/drum/linings Rear of Trailer doors/lifts splash guards
Coach/Transit Bus Passenger Items pass. entry/lifts emergency exits seating Entry/Exit doors/mirrors Front Suspension level/air leak Front Wheel rim tire hub oil seal lug nuts Side of Vehicle fuel tank compartments battery/box Rear Wheels rims tires axle seals lug nuts (spacers) Rear Suspension level/air leak		

Min/Max Score (See Table)

APPLICANT SIGNATURE



General Scoring Form Instructions

CDL Scoring Form Instructions	
Start Time	<p>Using every space available, enter the clock time the examiner greets the applicant and starts completing the scoring form. For example, a test starting at 7 minutes after 8 A.M. would be marked 08:07. Mark an "X" in either the A.M. or P.M. box.</p> <p>Do not use military time for the start or finish time.</p>
Finish Time	<p>Enter the clock time the CDL skills test ended including time spent giving feedback. Each box must contain a 0 or a number. Mark an "X" in either the A.M. or P.M. box.</p>
Driver License Number	<p>Beginning with a CAPITAL alpha character, print the applicant's driver license number directly from the driver license and/or TIP.</p>
Examiner Number	<p>Enter the unique 4-digit number assigned to the examiner administering the CDL skills test.</p>
Examiner Name	<p>Print the first and last name of the examiner who administered the entire CDL skills test.</p>
Applicant Name	<p>In all CAPITAL letters, print the applicant's first name, middle initial and last name directly from the driver license and/or TIP listing one character per box. Enter all characters including hyphens, JR, SR, II, III, etc. If any part of the name exceeds the number of boxes, record as many characters as possible. Any unused boxes (including the middle initial if no middle name) must be left blank.</p>
County	<p>In all CAPITAL letters, enter the county where the test site is located.</p>
Test Date	<p>Record the test date using every space available. For example, June 25, 2006 would be recorded as 06/25/2006. Each box must contain a 0 or a number.</p>
Organization Number	<p>Enter the unique 3-digit test organization number.</p>
Site Number	<p>Enter the 2-digit site number assigned to the location where the CDL skills test was conducted. Each box must contain a 0 or a number.</p>

<p>Current License Information</p>	<p>Base License: Mark an “X” for either a valid base operator or base chauffeur license. Remember that a CDL applicant must present a valid photo plastic Michigan driver license for testing purposes.</p> <p>Restrictions: Record any 2-digit restrictions the driver has on his/her current base license in the "Restrictions" boxes. If the applicant has no restrictions on their base license, leave the fields blank. <i>Do not mark CDL restrictions in this area.</i></p> <p>No CDL: Mark an “X” in the "No CDL" box if the driver does not have a current valid CDL (plastic or paper temporary) or a CDL skills test certificate.</p> <p>CDL Information: If the driver has a valid photo CDL, temporary paper CDL or a skills test certificate from a previous test, mark an “X” in the boxes indicating which CDL group designation and any endorsement(s) s/he currently possesses.</p> <p>CDL Restrictions: Mark an “X” for any restrictions the driver has on his/her current photo CDL, temporary paper CDL or CDL skills test certificate from a previous test.</p>
<p>CDL TIP Information</p>	<p>Mark an “X” in the boxes indicating the applicant’s vehicle group designation, endorsement, and restriction information directly from the CDL Temporary Instruction Permit (TIP). <i>Until a new scoring form is adopted, show the S-endorsement in the comments section.</i></p>
<p>Medical Certificate/Card</p>	<p>If the applicant presents a Medical Examiner’s Certificate, mark an “X” in the “yes” box. If the applicant is exempt from the medical certificate or waiver requirements, or does not present a certificate or waiver, mark an “X” in the “No” box and note in the “Comments” section.</p>
<p>Vehicle Plate Number</p>	<p>Beginning with the first field, enter the alpha/numeric registration plate number of the power unit directly from the registration. The plate number listed on the registration must match the vehicle plate. Leave any unused boxes blank. If the plate is from another state, note this in the Comments section (and record the state).</p>
<p>Vehicle GVWR</p>	<p>Beginning with the first field, record the power unit’s Gross Vehicle Weight Rating (GVWR) located on the manufacturer's tag within the cab area. If the GVWR is less than 100K, enter a 0 first. Do not use the GVW number from the license plate or registration.</p> <p>Note: Whenever you estimate the GVWR of a vehicle from the tires, write the estimated GVWR you calculated in the vehicle GVWR boxes.</p> <p><u>Always</u> show the tire calculations used to estimate the GVWR in the "Comments" section located on the back of the scoring form.</p>

<p>Trailer Plate Number</p>	<p>Beginning with the first field, enter the plate number of the trailer directly from the registration. The plate number listed on the registration must match the plate on the vehicle. Leave any unused boxes blank. If the plate is from another state, note this in the Comments section (and record the state).</p>
<p>Trailer GVWR</p>	<p>Beginning with the first field, record the Gross Vehicle Weight Rating (GVWR) from the manufacturer's tag usually located toward the front end of the trailer on the trailer box or frame. If the GVWR is less than 100K, enter a 0 first. Do not record the empty weight listed on the trailer registration.</p> <p>Note: Whenever you estimate the GVWR of the trailer from the tires, write the estimated GVWR you calculated in the trailer GVWR boxes.</p> <p><i>Always</i> show the tire calculations used to estimate the GVWR in the "Comments" section located on the back of the scoring form.</p>
<p>Vehicle Description</p>	<p>Mark an "X" in the boxes indicating the single group designation and any endorsement(s) that describe the vehicle used for the test. Also, mark the restriction code 28 box if the vehicle is not equipped with air brakes. <i>Do not mark the 35 or 36 restriction codes that became obsolete 10/01/2002.</i> Describe the vehicle, not the TIP.</p>
<p>Test Route</p>	<p>Mark an "X" in the driving test route box (approved primary or alternate) that was used for the driving test segment. Drive test routes should be alternated on a random basis. Make no marks if the driving test segment was not attempted.</p>
<p>Vehicle Inspection Results</p>	<p>Mark an "X" in the (P) pass or (F) fail box that corresponds to the results of the vehicle inspection.</p> <p>Using all the spaces available, record a three-digit raw score that matches the number of correctly inspected items by the applicant during the vehicle inspection segment. Each field must contain a 0 or a number.</p> <p>If the pre-test safety inspection resulted in an "Incomplete Test" for equipment, or there were document deficiencies, leave the P/F boxes <i>AND</i> the score results boxes blank. If the vehicle inspection resulted in a "driver performance" automatic failure, (for example, air brake check) mark the (F) fail box but <i>DO NOT</i> enter a score.</p>

<p>Basic Skills Test Results</p>	<p>Mark an “X” in the (P) pass or (F) fail box that corresponds to the results of the basic control skills segment.</p> <p>Using all the spaces available, record a 2-digit score that matches the total number of errors committed by the applicant during the basic control skills test. Each box must contain a 0 or a number.</p> <p>If the basic control skills segment was not attempted, leave the P/F boxes AND the score results boxes blank. If the BCS resulted in an automatic failure (for example, disregard instruction, accident) mark the (F) fail box but DO NOT enter a score.</p>
<p>Driving Test Results</p>	<p>Mark an “X” in the (P) pass or (F) fail box that corresponds to the results of the driving test segment.</p> <p>Record a 2-digit score that matches the total number of errors committed by the applicant during the driving test. Each box must contain a 0 or a number.</p> <p>If the driving test segment was not attempted, leave the P/F boxes AND the score results boxes blank. If the driving test resulted in an automatic failure (for example, accident, speeding, etc.), mark the (F) fail box but DO NOT enter a score.</p>
<p>Automatic Failure</p>	<p>Mark an “X” in any box that applies to a skills test that is failed automatically. Indicate the specific reason(s) for the automatic failure in the “Comments” section located on the back of the scoring form.</p> <p>Marking an automatic failure box also requires marking the appropriate (F) failure box in the skills tests results section for the test segment failed. Do not enter a test segment raw score for any automatic failure.</p>
<p>Incomplete Test</p>	<p>Mark an “X” in any box that applies to an incomplete skills test that was terminated early because of document or equipment deficiencies or another reason such as the applicant became ill. Do not mark any of the skills test segment results P/F boxes or enter any raw score for an incomplete test.</p>
<p>Certificate Number</p>	<p>Beginning with the first box, enter the CAPITAL alpha character and then the 6-digit numeric skills test certificate control number directly from the certificate issued to the applicant.</p>
<p>See Comments</p>	<p>Mark an “X” in the box whenever comments are recorded in the “Comments or Reason For Automatic Failure” box on the back of the form.</p>

<p>Applicant Signature</p>	<p>After recording all the test background information on the top of the scoring form and before starting the test, have the applicant endorse the bottom of the scoring form in the space provided. Compare the signature on the scoring form to the signature on the driver license or TIP. If the signatures obviously do not match, ask the applicant to provide more identification before conducting the test. If the signatures look different but not distinctly so, give the test and contact the Department for instructions immediately after the test.</p>
<p>Minimum/Maximum Score</p>	<p>Enter the appropriate “Minimum/Maximum” score for the test vehicle from the CDL Vehicle Inspection Min/Max Table.</p>
<p>Vehicle Inspection Scoring Area</p>	<p>Strike a hash mark through each worded item as the applicant correctly inspects the component. If the vehicle is not equipped with a component, mark a “G” through the word. When all item(s) on a given line are marked with a “hash” or a “G”, then mark an “X” in the corresponding scoring box.</p>
<p>SIDE 2 – BACK OF FORM</p>	
<p>Driver License/Test Date</p>	<p>Starting with the CAPITAL alpha character, print the applicant’s driver license number directly from the driver license and/or TIP, one character per box. Using all the spaces available, enter a 2-digit month, 2-digit day, and 4-digit year the CDL skills test was conducted. Each field must contain a 0 or a single number.</p>
<p>Basic Control Skills Scoring Area</p>	<p>When an applicant performs a maneuver incorrectly, mark the errors observed during each exercise. Passing scores are determined by comparing the number of errors observed against a maximum of 9 errors allowed for all exercises. If the examiner elects to “Restart” the applicant for any exercise or asks the applicant to “Continue” on the alley dock, mark an “X” in the appropriate box(s) and print the appropriate rule in the “Reason” area.</p>
<p>Driving Test Scoring Area</p>	<p>For each incorrect driving behavior observed during the various exercises at designated locations, mark the first 1 or 2 alpha character(s) of the word that represents the error observed in the corresponding box(s). Passing scores are determined by comparing the number of errors observed for all exercises against a maximum of 25 errors.</p>

Simulated Student Stop	This section applies to school bus operators only. Mark the corresponding boxes using alpha characters for each incorrect driving behavior observed during this exercise.
General Driving Behavior	<p>Use this area to mark errors observed at non-designated locations by striking a “hash” mark through the word(s) that represent the error(s) observed during the driving test.</p> <p>At the end of the driving test, distribute all errors marked above (from designated locations) AND errors from the Simulated Student Stop (if applicable) by striking a “hash” mark through the appropriate word in each general driving category. When “bringing down” the errors from the designated locations, circle the error in the designated location scoring area and then mark the general driving behavior corresponding with that error with a “hash” mark.</p> <p>Wherever 2 or more hashes appear in a general driving category, (one or more for “traffic violations”) mark an “X” in the appropriate box.</p>
Comments or Reason for Automatic Failure	Record any additional comments or explanations pertinent to the discussion or review of the tests. Be sure to include detailed reason(s) for any automatic failures and always include tire calculations used to estimate GVWR’s.

Tire Load Ratings

In the absence of a manufacturer's GVWR identification tag or plate, the Michigan State Police use the tire ratings to estimate a vehicle's GVWR. Very simply, an estimated GVWR can be estimated by adding the maximum load rating of each tire. The load rating of each tire is printed on the sidewall. Note: both a single and dual use rating is shown; examiners must be careful to select the proper rating.

When using the tires to estimate the vehicle GVWR, examiners must document their specific calculations used to estimate the GVWR in the “Comments” section located on the back of the CDL skills test scoring form. For example:

Front Axle Tires	$2 \times 6000 = 12,000$
Rear Axle Tires	$4 \times 6000 = \underline{24,000}$
Estimated GVWR	36,000

In the case of very unusual vehicles, you should make the best match you can to one of the CDL groups based on GVWR and configuration. If you cannot decide how to estimate a GVWR or classify a vehicle, call Third Party Testing Section for assistance before testing the driver.

**APPENDIX C-2
CDL SKILLS TEST
STANDARD VERBAL INSTRUCTIONS**

This appendix contains the standard verbal instructions. These instructions must be read, *verbatim*, by every examiner on every test.

The instructions must be printed out on *light green* paper. They should be laminated to protect them from the elements during inclement weather. Printing services or office supply stores with copy centers offer this service.

Michigan CDL Skills Test Standard Verbal Instructions

Test Overview

Department of State procedures require that I read these instructions to every applicant. The test will consist of three parts: a vehicle inspection, a basic control skills test, and an on-road driving test. I will read the instructions and answer your questions before each part. Be certain you understand each exercise before you begin.

Vehicle Inspection Overview

Conduct a thorough inspection of the vehicle. You may use the Vehicle Inspection Memory Aid from the Michigan CDL manual. Do you have a memory aid? *[Examiner inspects memory aid for notes or offers memory aid if applicant does not have one.]* You must point to or touch the part, component or system you are checking, identify it, and explain what you are looking for.

Please begin by inspecting all items visible in the engine compartment area, then get in the vehicle, start the engine and do the cab and engine start checks.

After you complete the cab and engine start checks, shut off the engine and get out of the vehicle. Next, check all the external lights. Then continue your external inspection down this side of the vehicle *[examiner points to one side]*. Continue all the way around the vehicle until you are finished. Do you have any questions?

[Examiner reads instructions for the non-designated side of the vehicle after applicant has inspected the rear of the vehicle.] Please continue the inspection, but on this side of the vehicle *[examiner points to non-designated side]* you only need to talk about the items unique to this side. You may mention any items you think you missed on the other side of the vehicle. Do you have any questions?

Driving Test Overview *[read prior to student stop exercise, if applicable]*

During the driving test, I will give you directions as you drive. I will tell you where to turn well in advance. I will not ask you to do anything illegal or unsafe. You must obey traffic laws, traffic signs and signals. I will be marking the test form throughout the test. This will not mean you did something wrong. Please make your traffic checks obvious to me by moving your head. Sometime during the test, I will ask you to describe how to drive on a steep mountain grade. I will give you instructions when we come to this simulated exercise, but remember that you will not demonstrate what to do. Do you have any questions? *[Examiner note: tell applicant of other simulated maneuvers that will be on the driving test.]*

Instructions for road test maneuvers, simulations and verbalizations

Student stop simulation (school bus only)	Imagine that the <i>[landmark]</i> ahead is designated as a location for loading or unloading students. Please demonstrate and explain the procedures to load or unload students at this location.
Stop/start maneuver	When it is safe to do so, pull your vehicle over to the right side of the road, stop your vehicle, and secure it as though you were going to get out and check something on the rear of the vehicle. Tell me when you would be ready to get out, but do not get out of the vehicle. When it is safe to do so, resume driving the vehicle.
Lane change maneuvers	When it is safe to do so, change lanes one lane to the left. When it is safe to do so, change lanes one lane to the right.
Sign recognition	What was the posted clearance of the overpass we just passed? What was the posted weight limit of the bridge we just crossed? What did the road sign indicate that we just passed?
Up/down grade verbalization	Imagine you are approaching a very steep 4-lane mountain grade in this vehicle and it is fully loaded. Please explain everything you would do as you drive up the grade, reach the top of the grade, and drive down the grade.
Simulated railroad crossing (school bus or commercial passenger vehicle only)	I'd like you to imagine that the <i>[landmark]</i> ahead is a location designated as a railroad crossing. Please demonstrate and explain what you would do if it were an actual railroad crossing. <i>[Examiner note: do not give instruction at actual railroad crossing.]</i>

Basic Control Skills Test Overview

This part of the test consists of 4 off-road driving exercises. The lines and the bases of the cones mark exercise boundaries. Try not to go over any exercise boundary or touch any cones with any part of your vehicle. The foot of each cone and each line is an exercise boundary. I will read instructions and explain boundaries before each exercise. You must not exit the vehicle or unfasten your seatbelt during an exercise. If you see me raise my hand like this at any time *[examiner raises hand straight up, palm out]*, stop the vehicle.

You will be scored on final vehicle position, the number of times the vehicle touches or crosses a boundary, and the number of times you pull forward or back to complete an exercise. Do you have any questions?

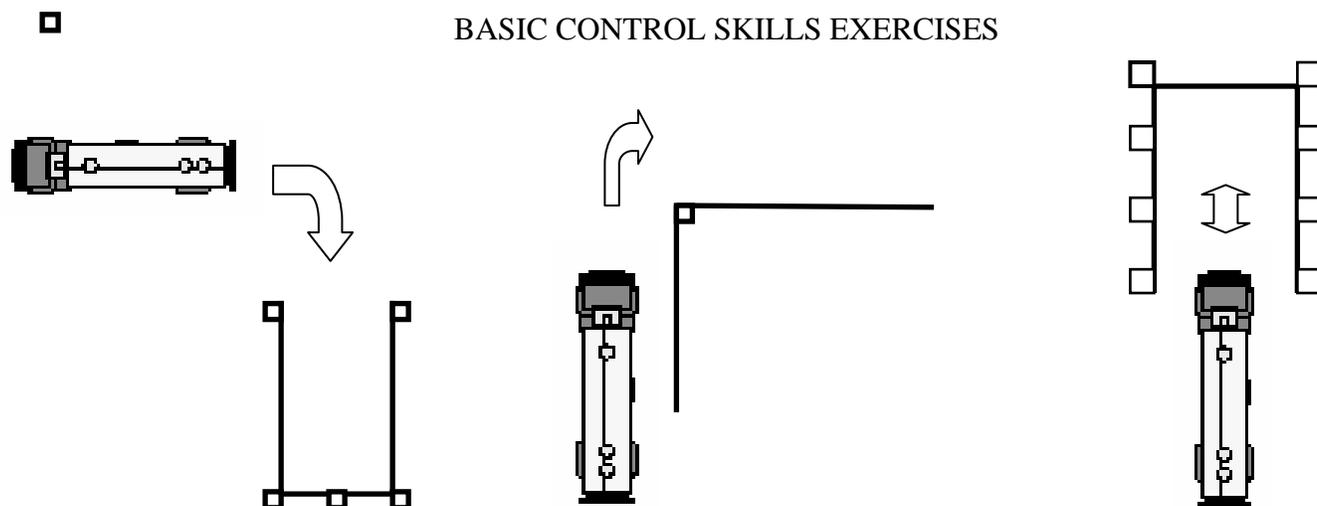
Right turn: In this exercise, you will make a right turn around that cone *[examiner points to cone]*. When I signal you to begin, slowly drive forward and make a right turn around the cone. Try to bring your right rear outermost tire as close to the base of the cone as you can without hitting it. Do not let any part of your vehicle cross over the foot of the cone. When you are finished, set the parking brake, shift into neutral or park and tap the horn. Wait for my signal to begin. Do you have any questions? *[Examiner note: do not discuss the clearance lines.]*

Forward stop: In this exercise, you will stop near a line. When I signal you to begin, drive down the alley and stop with the front bumper as close as possible to the end boundary marked by the last set of cones, without crossing the line. You are not allowed to back up. Do not lean out the window, stand up, or open the door. When you are finished, set the parking brake, shift into neutral or park and tap the horn. Wait for my signal to begin. Do you have any questions? *[Examiner note: do not discuss the 2-foot scoring area.]*

Straight-line backing: In this exercise, you will back up through an alley. When I signal you to begin, drive forward until I signal you to stop. I will then signal you to back through the alley. Do not cross over the side boundaries of the alley with any part of your vehicle. Stop after your front bumper clears the cones at the end of the alley. When you are finished, set the parking brake, shift into neutral or park and tap the horn. Do you have any questions?

Alley-dock: In this exercise, you will back around a corner into an alley-dock. During this exercise, your vehicle may not enter the area to the right of the boundary cone *[examiner points to cone]*. Before this exercise begins, you will drive past the alley-dock to a start position you choose. Your start position may be as far past the alley-dock as necessary, but the vehicle must be at a 90-degree angle to the alley-dock. When you are in position, tap your horn and wait for my signal.

When I signal you to begin, back the vehicle into the alley-dock. Attempt to finish with the rear of your vehicle or trailer as close as possible to the cones at the back of the alley-dock without backing over or past them. When you are finished, set the parking brake, shift into neutral or park and tap the horn. Do you have any questions? *[Examiner note: do not discuss the 2-foot scoring area.]*

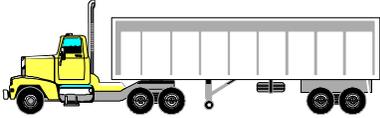
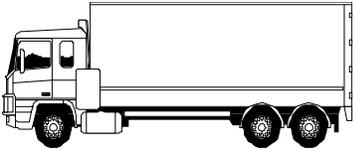


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**APPENDIX C-3
CDL SKILLS TEST MIN/MAX TABLE**

CDL Vehicle Inspection Passing Score Table (Minimum/Maximum)

		Air Brakes	No Air Brakes
COMBINATION VEHICLES 	3 axle tractor with 2 axle trailer	90/113	81/101
	3 axle tractor with 1 axle trailer	81/101	73/91
	2 axle tractor with 2 axle trailer	81/101	73/91
	2 axle tractor with 1 axle trailer	71/89	65/81
STRAIGHT TRUCK 	3 axles	58/73	52/65
	2 axles	49/61	44/55
SCHOOL/OTHER BUS 	3 axles	61/76	54/68
	2 axles	51/64	46/58
COACH TRANSIT 	3 axles	42/52	40/50
	2 axles	37/46	35/44
OTHER "C" GROUP TYPES 	2 axles	51/64	46/58

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**APPENDIX C-4
CDL SKILLS TEST
AUTOMATIC FAILURES LIST**

The following pages contain the automatic failures list for the CDL skills test. Like the standard verbal instructions, this document should be printed on *light green* colored paper and should be laminated to protect them from the elements during inclement weather.



CDL SKILLS TEST - AUTOMATIC FAILURES



Documents:

Failure to provide the examiner with proper insurance, registration, and license documents or medical examiner's certification (or waiver) will result in an automatic skills tests failure.

Disregarding Instructions or Refusal to Perform a Maneuver:

- **Repeated failure to follow instructions:** If an applicant fails to follow an examiner's instructions, the examiner will give the applicant a verbal warning and ask the applicant to repeat the exercise. If the applicant fails to follow the same instructions twice, it will result in an automatic skills tests failure. "Failure to follow instructions" should not be confused with "failure to understand instructions". If an applicant simply fails to understand instructions, the examiner will read the instructions again to the applicant without penalty.
- **Refusal to perform any maneuver in good faith:** If an applicant refuses to perform any maneuver in good faith (purposely avoids performing the maneuver as instructed), it will result in an automatic failure.

Offer of Bribe or Gratuity:

- If an applicant offers the examiner a bribe or gratuity, the CDL skills test must be terminated at once. The incident must be reported to MDOS immediately.

Air Brake Check:

- Failure to **correctly** perform at least one of the three components of the air brake check.

Equipment:

- The following general items must be in safe, operable condition or it will result in an automatic equipment failure. Please refer to the CVSA North American Out-of-Service Criteria, FMCSR's or the Michigan State Police School Bus Inspection Manual for more details:

Horn	Fuel System (leaks)	Suspension parts (broken, loose, missing)
Mirrors	Safety Equipment	Coupling parts (broken, loose, missing)
Windshield	Wheels	Steering parts (broken loose, missing)
Wipers/Washers	Tires	Brake System defects (air or hydraulic)
Speedometer	Lugs (broken, loose, missing)	Doors (driver/passenger doors must operate)
Safety belts	Frame (cracked, broken)	Lights (head, tail, brake, 4-ways, turn signals)

Refusal to Wear Safety Belt:

- Unless an applicant has a physician's statement or waiver, s/he must wear a safety belt at all times. Applicant cannot exit vehicle without permission of the examiner. Refusal to do so will result in an automatic failure.

Accident: Any accident is grounds for immediate failure.

Traffic violation or hazardous situations including (but not limited to):

Dangerous action in which:

- Others prevent accident.
- Examiner prevents accident or illegal action (IE running a red light).
- Driver drives over curb or sidewalk **and** endangers others.
- Driver creates serious hazard for other traffic.

Traffic violation where the driver:

- Fails to yield (adversely affecting traffic/pedestrian).
- Fails to yield right-of-way to a funeral procession.
- Passes school bus with red lights flashing.
- After one warning, fails to move over one lane, stop, or slow significantly for an emergency vehicle with active flashing lights on the side of the road.
- Makes turn from wrong lane.
- Turns right or left on red when prohibited.
- Passes improperly.
- Drives the wrong way on a one-way street.
- Drives on the wrong side of the street
- Runs red light or stop sign.
- Disregards railroad signal.
- Maintains sustained speeds (1-5) mph over the regulatory limit (white regulatory sign), or “basic speed limit” (reasonable and prudent) **after one warning**.
- Maintains sustained speeds (6) mph or more over the regulatory limit (white regulatory sign), or “basic speed limit” (reasonable and prudent) with **no warning necessary**.
- Follows another vehicle too closely (**after one warning**).
- Fails to stop at **any** railroad crossing (unless tracks are exempt or light-controlled) in school bus.
- Activating stop-arm and red flashing lights in a school bus at RRX.

Driver is dangerously inexperienced:

Examiners may terminate a test if the driver exhibits behaviors and judgments that indicate s/he is dangerously inexperienced and pose a legitimate safety risk. Examiners must always record objective, descriptive comments on the score sheet when terminating a test under this situation. Examples of dangerously inexperienced include:

- **Maintains sustained speeds under 45 mph on the expressway** unless traffic or weather conditions warrant such behavior.
- **Maintains sustained speeds more than 10 mph under the regulatory speed limit** (after one warning) unless traffic or weather conditions warrant such behavior.
- Unable to adequately shift manual transmission causing unsafe situation such as repeatedly stalling vehicle or stopping in roadway to place in gear.
- Operates vehicle unsafely causing dangerous action/obstruction of traffic.
- Loses control of the vehicle, resulting in the examiner assuming control.

School Bus Only:

- Driver fails to demonstrate activating the alternately flashing lights at least 200 feet from designated stop during simulated student stop exercise.
- Driver fails to demonstrate applying the parking brake and placing the gear selector into neutral or park during simulated student stop exercise.

Note: Examiners must record any **driver performance** automatic failure boxes in the Automatic Failures section that best describe the failure. Next, examiners must mark the test segment failed (Vehicle Inspection, Basic Control Skills or Driving Test) in the Skills Test Results section. **Do not record a raw score for any test segment failed automatically.**

Document and equipment failures are considered **non-driver performance** failures. **These must be marked in the Reason for Incomplete Test section only.**

Examiners must always thoroughly explain the reason(s) for any automatic failure in the Comments section of the score sheet.

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APPENDIX C-5 CDL VEHICLE INSPECTION MEMORY AID

Using the Memory Aid

The examiner should make sure that the applicant understands they must conduct a thorough inspection of their vehicle and that they may use the *Vehicle Inspection Memory Aid* from the *Michigan CDL Manual*.

Ask the applicant if they have a memory aid. If they do, make sure that it does not have any notes on it. The examiner or the applicant can “X” out areas of the memory aid that do not pertain to the test. If the applicant asks, it is permissible for them to “check-off” items with a pencil as they do the inspection provided they started with a clean, standard issue memory aid. . ***An applicant may not use a different style memory aid or one containing written notes on it.*** If the applicant's memory aid is different or has notes on it, the examiner should provide a clean, blank copy to use during this test. After the test is completed, the examiner should return the applicant's memory aid back to the applicant.

Examiners are trained to tell the applicant to point to or touch the things they are inspecting, and explain what they are looking for. The applicant does not necessarily have to give a strict word-for-word description according to the standards outlined; however, the applicant must be able to identify each component and verbalize or demonstrate what to look for.

CDL SKILLS TEST VEHICLE INSPECTION MEMORY AID

ALL VEHICLES			
Engine Compartment	Cab Check/Engine Start		Lights/Reflectors
leaks/hoses/all belts oil level coolant level power steering fluid water pump/fan alternator air compressor	clutch/gearshift oil pressure gauge temperature gauge ammeter/voltmeter mirrors/windshield emer. equip (f-e-t) (FA-FL) steering play	wipers/washers lighting indicators horn heater/defroster park/hydraulic brake ck air brake check (loss/warn/TPV/PV) safety belt	clearance/strobe head tail turn 4-ways (amb-red-arm) brakes reflectors
SCHOOL BUS/TRUCK/TRACTOR		TRAILER	COACH/TRANSIT BUS
Steering steering box/hoses steering linkage Front Suspension springs/air mounts shocks Front Brake slack adjustor chamber hose/line disc/drum/linings Front Wheel rim tire hub oil seal lug nuts Side of Vehicle door, mirror, stop arm fuel tank battery/box drive shaft exhaust system frame School/Other Bus passenger entry/lifts emergency exits seating	*Rear Suspension springs/air/torque mounts shocks *Rear Brakes slack adjustors chambers hose/line disc/drum/linings *Rear Wheels rims tires axle seals lug nuts spacers Rear of Vehicle splash guards doors, ties, lift Tractor/Coupling Area air/electric lines catwalk Coupling mounting bolts locking jaws kingpin/apron/gap platform release arm (locking pins)	Trailer Front air/electric connect header board Side of Trailer landing gear doors, ties, lift frame tandem release arm (locking pins) *Wheels rims tires axle seals lug nuts spacers *Suspension springs/air/torque mounts shocks *Brakes slack adjustors chambers hose/line disc/drum/linings Rear of Trailer doors, ties, lift splash guard	Passenger Items passenger entry/lifts emergency exits seating Entry/Exit doors/ mirrors Front Suspension level/air leak Front Wheel rim tire hub oil seal lug nuts Side of Vehicle fuel tank compartments battery/box *Rear Wheels rims tires axle seals lug nuts spacers Rear Suspension level/air leaks

***If there is more than one axle, you must inspect each one**
(Rev. 03/2006)

APPENDIX C-6 SCORING “GIMMES’ AND “LINEOUTS”

Scoring “Gimmes”

If the vehicle used during the pre-trip inspection is not equipped with an item listed on the scoring form, the missing item is treated as an automatic "*gimme*". A “gimme” is credit given for an item that does not exist on the vehicle. Common "gimmes" are found within the parentheses. For example, many vehicles do not have spacers. In this case, the examiner marks over the word “spacer” with a “G” and the scoring box for spacers is automatically filled in.

"Gimmes" are common among certain types of vehicles such as vehicles that are only partially equipped with air brakes (tractor with air; trailer without) or vehicles with coupling systems other than fifth wheel assemblies.

- **Air Brake Truck/Tractors and Non-Air Brake Trailers:** For vehicles that are partially equipped with air brakes, examiners should score the air-related items by giving credit to the applicant when the items are properly inspected. Mark all the air brake related items that appear on the scoring form but do not appear on the vehicle as "gimmes." In these cases, the examiner typically scores the power unit for air brake related items but because the trailer has electric brakes, the air related items on the trailer would be marked as "gimmes."
- **Non-5th Wheel Coupling Systems:** For vehicles with coupling systems other than 5th wheel assemblies, the applicant must inspect all mounting components for missing or broken parts in order to receive credit for "mounting bolts." Likewise, the locking mechanism and safety chains, if equipped, must be locked securely and inspected for missing or broken parts in order for the applicant to receive credit for inspecting the "locking jaws". All other 5th wheel components listed on the scoring form (platform, release arm, kingpin, apron, gap, and sliding 5th wheel locking pins) are filled in automatically as "gimmes" if the vehicle is not equipped with any of these items.

Non-air Brake “Lineouts”

“Line-outs” are handled quite differently than gimmes. Lineouts are items that are crossed out and do not count in the final score. For example, if a vehicle is *not* equipped with air brakes, the examiner must mark the code 28 restriction box in the vehicle description area at the top of the scoring form. The examiner must also draw a line completely through the following items (and corresponding scoring boxes) wherever they appear on the scoring form:

- | | |
|-------------------|-------------------|
| * air compressor | * slack adjusters |
| * air brake check | * brake chambers |

FIGURE 3-6a: AIR BRAKE “GIMMES” AND “LINEOUTS”

Engine Compartment		Cab Check/Engine Start	
leaks/hoses/all belts _____	<input type="checkbox"/>	wipers/washers _____	<input type="checkbox"/>
oil level _____	<input type="checkbox"/>	light indicators LR4H(S-Amb-Red) _____	<input type="checkbox"/>
coolant level _____	<input type="checkbox"/>	horn _____	<input type="checkbox"/>
power steering fluid _____	<input type="checkbox"/>	heater/defroster _____	<input type="checkbox"/>
water pump/fan _____	<input type="checkbox"/>	park brake/(hydraulic brake) ck _____	<input type="checkbox"/>
alternator _____	<input type="checkbox"/>	*air brake ck (loss/warn/TPV-PV) _____	<input type="checkbox"/>
*air compressor _____	<input type="checkbox"/>	safety belt _____	<input type="checkbox"/>
Front Brake		Rear Brakes	
*slack adjustor _____	<input type="checkbox"/>	*slack adjustors _____	<input type="checkbox"/> <input type="checkbox"/>
*chamber _____	<input type="checkbox"/>	*chambers _____	<input type="checkbox"/> <input type="checkbox"/>
hoses/(line) _____	<input type="checkbox"/>	hoses/(lines) _____	<input type="checkbox"/> <input type="checkbox"/>
disc/drum/linings _____	<input type="checkbox"/>	discs/drums/linings _____	<input type="checkbox"/> <input type="checkbox"/>

Note: The air brake items that must be lined-out are noted with an asterisk (*) on the scoring form.

Axle "Lineouts"

If the vehicle used during the test is not equipped with double axles on the rear of the tractor or trailer, a line must be drawn through the entire column of corresponding scoring boxes as shown below. Again, these items are not counted in the final score. Be careful not to count dual tires on one axle as 2 axles.

For vehicles and trailers with more than 2 axles on the rear, score the first 2 axles that rest on the ground as the applicant moves towards the rear of the vehicle or trailer.

FIGURE 3-6b: SCORING AN AXLE "LINEOUT"

VEHICLE INSPECTION TEST			
Engine Compartment leaks/hoses/all belts <input type="checkbox"/> oil level <input type="checkbox"/> coolant level <input type="checkbox"/> power steering fluid <input type="checkbox"/> water pump/fan <input type="checkbox"/> alternator <input type="checkbox"/> air compressor <input type="checkbox"/>	Cab Check / Engine Start clutch/gearshift <input type="checkbox"/> oil pressure gauge <input type="checkbox"/> temperature gauge <input type="checkbox"/> ammeter/voltmeter <input type="checkbox"/> mirrors/windshield <input type="checkbox"/> emergency F-E-T (FA-FL) <input type="checkbox"/> steering play <input type="checkbox"/> wipers/washers <input type="checkbox"/> light indicators LR4H (S-Amb-Red) <input type="checkbox"/> horn <input type="checkbox"/> heater/defroster <input type="checkbox"/> park brake/hydraulic brake) ck <input type="checkbox"/> air brake ck (loss/warn/TPV-PV) <input type="checkbox"/> safety belt <input type="checkbox"/>	Lights / Reflectors clearance/strobe: <input type="checkbox"/> head Hi-Lo <input type="checkbox"/> taxi <input type="checkbox"/> turn signals L-R <input type="checkbox"/> 4w/(Amb-Red-Arm) <input type="checkbox"/> brakes <input type="checkbox"/> reflectors <input type="checkbox"/>	
School/Bus/Truck Tractor Steering steering box/hoses <input type="checkbox"/> steering linkage <input type="checkbox"/> Front Suspension springs/air <input type="checkbox"/> mounts <input type="checkbox"/> shock <input type="checkbox"/> Front Brake slack adjuster <input type="checkbox"/> chamber <input type="checkbox"/> hose/line <input type="checkbox"/> disc/drum/linings <input type="checkbox"/> Front Wheel rim <input type="checkbox"/> tire <input type="checkbox"/> hub oil seal <input type="checkbox"/> lug nuts <input type="checkbox"/> Side of Vehicle door/mirror/stop arm <input type="checkbox"/> fuel tank <input type="checkbox"/> battery/box <input type="checkbox"/> drive shaft(c) <input type="checkbox"/> exhaust system <input type="checkbox"/> frame <input type="checkbox"/> School/Other Bus pass. entry/lifts) <input type="checkbox"/> emergency exits <input type="checkbox"/> seating <input type="checkbox"/>	Rear Suspension springs/air/(torque) <input type="checkbox"/> mounts <input type="checkbox"/> (shocks) <input type="checkbox"/> Rear Brakes slack adjustors <input type="checkbox"/> chambers <input type="checkbox"/> hoses/lines <input type="checkbox"/> discs/drums/linings <input type="checkbox"/> Rear Wheels rims <input type="checkbox"/> tires <input type="checkbox"/> axle seals <input type="checkbox"/> lug nuts <input type="checkbox"/> (spacers) <input type="checkbox"/> Rear of Vehicle (splash guards) <input type="checkbox"/> (doors/tes/lift) <input type="checkbox"/> Tractor Coupling Area air/elec. lines <input type="checkbox"/> (catwalk) <input type="checkbox"/> Coupling mount bolts (pin/ball) <input type="checkbox"/> locking jaws (pin/ball) <input type="checkbox"/> kingpin/apron/gap <input type="checkbox"/> platform <input type="checkbox"/> release arm <input type="checkbox"/> sliding 5th wheel <input type="checkbox"/> (locking pins) <input type="checkbox"/>	Trailer Trailer Front air/elec. connections <input type="checkbox"/> (header board) <input type="checkbox"/> Side of Trailer landing gear <input type="checkbox"/> (doors/tes/lift) <input type="checkbox"/> frame <input type="checkbox"/> tandem release arm <input type="checkbox"/> locking pins) <input type="checkbox"/> Wheels rims <input type="checkbox"/> tires <input type="checkbox"/> axle seals <input type="checkbox"/> lug nuts <input type="checkbox"/> (spacers) <input type="checkbox"/> Suspension springs/(air)/(torque) <input type="checkbox"/> mounts <input type="checkbox"/> (shocks) <input type="checkbox"/> Brakes slack adjustors <input type="checkbox"/> chambers <input type="checkbox"/> hoses/lines <input type="checkbox"/> discs/drums/linings <input type="checkbox"/> Rear of Trailer (doors/tes/lift) <input type="checkbox"/> splash guards <input type="checkbox"/>	Coach/Transit Bus passenger items <input type="checkbox"/> pass. entry/lifts) <input type="checkbox"/> emergency exits <input type="checkbox"/> seating <input type="checkbox"/> Entry/Exit doors/mirrors <input type="checkbox"/> Front Suspension level/air leak <input type="checkbox"/> Front Wheel rim <input type="checkbox"/> tire <input type="checkbox"/> hub oil seal <input type="checkbox"/> lug nuts <input type="checkbox"/> Side of Vehicle fuel tank <input type="checkbox"/> compartments <input type="checkbox"/> battery (box) <input type="checkbox"/> Rear Wheels rims <input type="checkbox"/> tires <input type="checkbox"/> axle seals <input type="checkbox"/> lug nuts <input type="checkbox"/> (spacers) <input type="checkbox"/> Rear Suspension level/air leaks <input type="checkbox"/>
Min/Max Score (See Table) <div style="border: 2px solid black; padding: 10px; display: inline-block; font-size: 2em; font-weight: bold;">71/89</div>			
_____ APPLICANT SIGNATURE			

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APPENDIX C-8 CDL VEHICLE INSPECTION SCORING STANDARDS & PROCEDURES

Air Brakes

Description: These are the procedures to be followed for checking the air brake system.

*Notes:

- An air brake system is a system using only air powered to the wheel hub to cause the wheel to brake.
- A vehicle may be equipped with a partial air brake system.
- Air powered parking brakes alone do **not** constitute a partial air brake system.
- Air braking the drive shaft alone is not an air brake system.
- Manufacturers produce different product features that may not include valves, warning lights or signals.
- Some air systems are a hybrid of both air and hydraulic power to stop the wheel hub. If wheel hub has both air and hydraulic lines, then score it as an air brake system.

Scoring Standard: Applicant must demonstrate all of the following air brake system checks in order to receive credit in the scoring box for the air brake check.

Air Brake Check - Full Air Brake Systems

1. Driver chocks wheels (if necessary), starts vehicle and lets air pressure build to governed cutout pressure that should occur between 100-125 psi.
2. Driver **turns engine off** and releases (pushes in) the trailer protection valve (TPV) and the parking brake valve (PV).
3. Check for air loss. Driver **fully applies** foot brake. After the initial application loss of 5-10 psi, driver observes the air gauge to see if air pressure drops more than 3 pounds in 1 minute for a **single** vehicle or more than 4 pounds in 1 minute for a **combination** unit. If the air loss exceeds this amount, a defect exists in the system; test over due to excessive air loss.
4. Check low-pressure warning device. Without re-starting the engine, the driver turns the key to the "on" or "battery charge" position and fans off the air pressure by rapidly applying and releasing foot brake. The low air pressure warning alarm (light and/or buzzer) should activate before air pressure drops below 60 psi.
5. Driver continues to fan off the air pressure. Between 20 and 45 psi on a tractor/truck-trailer combination, the tractor protection valve (TPV) should close (pop out). At about the same time, the power unit spring brake-parking valve (PV) should also close (pop out). For some combination vehicles, when the driver fans off the foot brake, the parking valve (PV) may pop out with the TPV, after the TPV, or may not pop out at all despite the air pressure reaching zero. For single vehicles, the PV (by itself) may vary in a similar manner. For scoring purposes, as long as the driver attempts to completely fan off the air pressure and can explain what they are doing, credit can be marked for "PV" on the scoring form. **Note:** When the PV

does not release (pop-out) even though the air pressure is zero, examiners should have the applicant start the vehicle and pull gently ahead to see if the spring brakes are locked as a result of the low air condition. **The vehicle should not move.** If the vehicle moves, there is a brake problem that needs to be resolved before continuing the test.

Air Brake Check - Partial Air Brake Systems

The driver should be able to complete a slightly modified but similar in-cab check as the driver with a full air brake system.

1. Check for air loss. With the engine off and service brake depressed, driver should mention checking or listening for the sounds of air loss. **No specific psi criteria are required.** There should be no air loss after initial brake application.
2. Check low-pressure warning device. Without re-starting the engine, the driver turns the key to the "on" or "battery charge" position and fans off the air pressure by rapidly applying and releasing foot brake. Low air pressure warning alarm should activate before air pressure drops below 60 psi.
3. Check the parking brake valve. For air assisted hydraulic brake systems **with** a spring brake on the rear axle, the driver should fan the brake pedal until spring brake parking valve releases (pops-out) at about (40) psi or less to receive credit for "PV" on the scoring form. For air-assisted systems **without** a spring brake, there is no spring brake-parking valve, so "PV" is treated as a "gimme" on the scoring form. The vehicle will likely have a hand pull mechanical parking brake or a parking brake that is switch operated, using fluid power (not air) to operate it. "Slack adjusters" and "brake chambers" will also likely be "gimmes."

Air Compressor:

Description: Maintains air pressure in the air brake system.

Scoring Standard: Driver checks that the compressor drive is mounted securely with no missing parts and is not leaking or damaged.

Air/Electric Lines:

Description: Carry air and electricity to trailer.

Scoring Standard: Driver checks that air hoses are not cut, cracked, spliced, chafed or worn (steel braid should not show through). Driver also listens for air leaks. Air and electrical lines are not tangled, crimped or pinched, and are not being dragged against tractor parts. Electrical line insulation is not cut, cracked, chafed or worn (no electrical conductor showing through). None of the air or electrical lines are spliced or taped.

Air/Electrical Connectors:

Description: Connect air supply and electrical power to trailer.

Scoring Standard: Driver checks that trailer air connectors are sealed and in good condition. Checks that glad hands are locked in place, free of damage, and there are no audible air leaks. Checks that trailer electrical plug is firmly seated and locked in place.

Alternator:

Description: Provides electrical current for the vehicle's electrical systems.

Scoring Standard: Driver checks that the alternator appears to be mounted securely, wiring is not cracked or frayed and the housing is not damaged.

Ammeter/Voltmeter:

Description: Shows if generator or alternator is functioning.

Scoring Standard: Driver checks that gauges show alternator and/or generator is charging or that warning light is off.

Axle Seals:

Description: Seals for axle/wheel assembly lubrication.

Scoring Standard: No cracks or distortions in wheel/axle mounting and no signs of leaking lubricants. If the axle has a sight glass, check that oil level is adequate. **Note:** Driver can check the outside and/or inside seal area to receive credit.

Ball Hitch:

Description: Coupling device.

Scoring Standard: Driver checks that trailer ball and hitch brackets are not damaged and are mounted securely to the vehicle with no missing nuts or bolts. The vehicle frame should be free of cracks, distortions or other damage. The trailer tongue should be straight, not damaged, with the ball cup fully seated on the ball (with the safety latch secured). Safety cables or chains must be properly secured at both ends, cannot have more slack than is necessary to permit the vehicles to be turned properly, and not twisted or kinked. **Note:** Drivers get credit for mounting bolts and locking jaws when they complete this inspection.

Battery/Box:

Description: Battery and box that contains the battery.

Scoring Standard: Wherever located, see that battery(ies) are secure, connections are tight and cell caps are present. Battery connections and cables should not have excessive corrosion. Box is mounted securely and not damaged. Box cover or door closes and latches securely. Battery "box" may also be the tray that the battery mounts to in the engine compartment.

Catwalk:

Description: Platform at rear of cab for driver to stand on when connecting or disconnecting trailer lines.

Scoring Standard: Catwalk is solid, securely bolted to tractor frame, not damaged, and clear of loose objects.

Chamber (Brake):

Description: Converts air pressure to mechanical force to operate wheel brakes.

Scoring Standard: Not cracked, dented, leaking air or missing parts. Must be securely mounted. (See Figure 3-8a)

Clutch/Gearshift:

Description: Disengages engine from drive train so vehicle won't move and reduces load on starting motor.

Scoring Standard: Before starting engine, driver depresses clutch and moves gearshift to neutral position. Keeps clutch depressed until engine reaches idling speed. On an automatic transmission, driver checks the gearshift selector is in the park or neutral position before starting the engine.

Compartments:

Description: Bus baggage and any other external compartment doors.

Scoring Standard: Baggage and other compartment doors are not damaged operate correctly and latch securely.

Coolant Level:

Description: Cools the engine.

Scoring Standard: Driver looks at reservoir sight glass or removes the radiator cap and checks the level (see note). Adequate level shows in sight glass or is visible in the radiator when the cap is removed.

Note: If the engine is hot, do not let the driver remove the radiator cap. If there is no sight glass, mark the item correct if the driver says they would remove the cap to check the coolant level.

Disc/Drum/Linings:

Description: Circular flat disc brake attached to inside of wheel surrounded by linings. Brake shoes and linings that rub on inside of drum to slow vehicle down.

Scoring Standard: Driver checks that disc brake or drum is mounted securely and is not cracked, dented or damaged, with no loose or missing bolts. Checks that brake linings (where visible) are not worn dangerously thin. Checks disc brake or drum and lining area for contaminants such as grease, oil, fluid etc.

Doors (All Vehicles):

Description: Driver, passenger entry/exit, emergency exit, side and rear cargo doors.

Scoring Standard: Driver inspects all doors from the **outside**. Doors should not be bent or broken. Hinges should be secure with seals intact. Doors must operate correctly and latch securely.

Drive Shaft:

Description: Transmits power from transmission to drive axle(s).

Scoring Standard: Shaft(s) not bent or cracked. Shaft couplings appear to be secure and free of foreign objects.

Emergency Equipment:

Description: Equipment for use during a breakdown or at an accident scene.

Scoring Standard: Driver checks for spare electrical fuses, 3 red reflective triangles, and a properly secured, charged, and rated fire extinguisher. If the vehicle is equipped with circuit breakers rather than fuses, driver must mention this to get credit for fuses.

Note: School bus drivers must also check for a properly secured 9-item first aid kit and check for (3) red-burning flares (fuses).

Exhaust System:

Description: External piping for conducting combustion gases from engine.

Scoring Standard: Outside visible parts are securely mounted with no cracks, holes, severe dents, and no visible signs of leaks (discoloration, carbon soot, rust). On a bus, the exhaust system must extend beyond the end of the bus chassis frame at least 5 inches.

Frame:

Description: Structural members for supporting vehicle body or trailer platform over wheels.

Scoring Standard: No cracks or bends in longitudinal frame members. No loose, cracked, bent, broken, or missing cross-members. No broken welds on any frame member. No signs of breaks or holes in truck/bus or trailer floor.

Note: Cracks in frame members are most likely to appear midway between points of attachment to vehicle assemblies. For example, if a tractor frame is cracked, the cracks are most often found halfway between the tractor cab and the rear tractor wheels.

Fuel Tank:

Description: Holds fuel.

Scoring Standard: Driver checks that tank(s) are secure, not damaged, cap(s) are tight, and there are no leaks from fuel tank(s) or fuel lines.

Note: Signs of spillage from overfilling a fuel tank are not considered fuel leaks.

Header Board:

Description: Prevents cargo from shifting forward and injuring driver when the vehicle stops abruptly.

Scoring Standard: If present, header board is securely mounted, free of damage, and adequate to contain or hold cargo in a panic stop. Canvas or tarp carrier, if so equipped, is securely mounted and fastened down. On enclosed trailers, check the frontal area for signs of damage, such as cracks, bulges or holes.

Heater/Defroster:

Description: Heats cab or passenger compartment and prevents frost or condensation from forming on windshield.

Scoring Standard: Driver checks that the heater and defroster are both operable by operating fan switches and listening/looking for blowing air.

Horn(s):

Description: Air and/or electrical horns for warning other drivers or pedestrians.

Scoring Standard: Driver activates the air horn and/or electrical horn.

Hoses/Lines (Brakes):

Description: Carry air, hydraulic fluid, or electricity to wheel brake assembly.

Scoring Standard: Driver checks for cracked, worn, leaking or frayed hoses or lines and for secure couplings.

Hub Oil Seal:

Description: Seals in lubrication for steering wheel hub.

Scoring Standard: Driver checks to see wheel hub oil seal is not leaking and, if sight glass present, that oil level is adequate. Driver can check the outside and/or inside seal area to receive credit.

Hydraulic Brake Check:

Description: Procedures to be followed for hydraulic brake check.

Scoring Standard: Driver uses the "3 X 5" brake check system. With the engine running, driver pumps the brake pedal 3 times, then holds it down for 5 seconds. The brake pedal should not depress during the 5 seconds. If equipped with hydraulic reserve (back-up) system, with the key off, driver listens for sound of reserve system electric motor and checks that warning buzzer/light is off.

Note: Failure to check an operable hydraulic brake system **does not** result in automatic failure.

King Pin/Apron/Gap:

Description: Attaches trailer to tractor (king pin) and provides surface (apron) for resting trailer on fifth wheel.

Scoring Standard: Driver checks that king pin does not appear bent and the trailer apron lies flat on fifth wheel skid plate (no gap). Also checks that visible part of the trailer apron is not distorted, cracked, or broken.

Landing Gear:

Description: Supports front end of trailer when not coupled to a vehicle.

Scoring Standard: Driver checks that landing gear is fully raised with no missing parts. Support frame and landing pads are not bent or damaged. Crank handle is present and secured. If power operated, there are no air or hydraulic leaks.

Leaks/Hoses/All belts (engine compartment):

Description: Fluid leaks from transmission, engine and engine hoses. Single serpentine or multiple belts for power steering unit, water pump, alternator and air compressor.

Scoring Standard: Driver checks for signs of fluid puddles or dripping fluids (coolant, engine oil, brake fluid, transmission fluid, steering fluid etc.) on the ground or on the underside of the engine and transmission. Driver checks that engine hoses are secure and are not cracked, worn or leaking. Driver also checks belt(s) within the engine compartment for snugness (up to 3/4-inch play at center of belt), cracks or frays.

Note: Driver does not need to identify which belt drives which component, however driver must inspect (point to) **all** belt locations to receive credit. Also, driver does not have to name all individual hoses -- a general inspection is sufficient.

Level/Air Leaks (Coach/Transit):

Description: Air suspension and conventional suspension systems.

Scoring Standard: Driver checks that the vehicle is sitting level, indicating no apparent damage to springs, spring mounts, shocks or other suspension components. If equipped, driver indicates there are no audible air leaks from air suspension system air bags.

Lift(s):

Description: Cargo Lift or Handicap Lift.

Scoring Standard: Driver checks lift for damaged, leaking, or missing parts. Driver makes sure lift is fully retracted and latched securely. Driver does not need to operate lift for test purposes.

Lighting Indicators:

Description: Dashboard indicator lights for turn signals, 4-way flashers, headlight high beam, alternately flashing red and alternately flashing amber lights, and strobe light.

Scoring Standard: Driver checks that indicators illuminate when corresponding lights are turned on. Lighting indicators include left and right turn signals, high beam and 4-way flashers. On school buses and certain trucks, if equipped, driver should also check alternately flashing red and alternately flashing amber monitor(s) and strobe indicator.

Lights and Reflectors:

Description: Lights and reflectors for showing vehicle clearances at night. Lights include clearance, strobe (school bus) head (high/low beams), tail, turn signals, 4-ways, alternately flashing red and alternately flashing amber lights (school bus), stop arm equipped with 2 red-flashing lamps (school bus) and brakes.

Scoring Standard: Driver checks that all reflectors and clearance lights are clean, none are missing or broken, and they are the proper color (red on rear, amber elsewhere). Checks lights on all sides to see they are clean, operational, and none are missing or broken. Headlights must function on both low and high beams. Brake lights must come on when brakes are applied. The stop arm, equipped with 2 red-flashing lamps, must fully extend and retract when operated. As a feature of the 8 light system, the stop arm and the alternately flashing red lights will automatically be activated when the bus door is opened.

Note: Checks of brake, tail, signal lights, 4-way and alternately flashing red and alternately flashing amber light functions must be done separately. Driver may check each function at different times during the inspection. Examiner must make sure that all functions were checked. The examiner may not assist with light checks, except for **the brake lights and alternately flashing amber lights** (8-light system).

Locking Jaws:

Description: Locking mechanism on fifth wheel.

Scoring Standard: Driver looks into fifth wheel gap and checks that locking jaws are closed around the kingpin. On other types of coupling systems (see pintle hook/ball hitch), inspect the locking mechanism (including safety chains) for missing or broken parts and make sure it is locked securely. Safety cables or chains must be free of kinks and excessive slack.

Locking Pins (Fifth Wheel):

Description: Hold the sliding fifth wheel in fixed position along slider rails.

Scoring Standard: Driver looks for loose or missing pins in the slide mechanism of sliding fifth wheels. Locking pins should be fully engaged. If air powered, there should be no air leaks. Checks that fifth wheel is not so far forward that tractor frame will strike landing gear during turns.

Lug Nuts:

Description: Hold wheel on axle.

Scoring Standard: Driver checks that all lug nuts are present and tight (looks for rust trails or shiny/exposed threads around nuts). Driver checks for cracks or distortions of the bolt holes. Looks for broken, damaged or missing studs and if equipped, shifted or damaged wedges.

Mirrors:

Description: Side mirrors for view of traffic to the rear. Mirrors also include front and side mirrors on school buses and passenger exit mirrors on coach/transit buses.

Scoring Standard: *Inside the vehicle* - Driver checks for proper adjustment, cracks, damage and impaired visibility. *Outside the vehicle* - Driver checks for loose fittings, damaged brackets, missing bolts and that the mirrors are secured to the vehicle.

Mor/ryde Suspension:

Description: Alternative suspension to (springs/torque/air).

Scoring Standard: Driver checks for cracked or broken hangers, as well as broken, missing or loose bolts (including U-bolts). Driver also inspects the bonding between the rubber springs and steel plates for signs of separation, and inspects the rubber springs for cracks or damage. (See Figure 3-8b)

Mounting Bolts:

Description: Hold fifth wheel mount on tractor frame.

Scoring Standard: Driver looks for loose or missing mounting brackets, clamps, bolts, or nuts. Fifth wheel and slide mounting should be solidly attached to the frame. On other types of coupling systems, (ball hitch, pintle hook) inspect all mounting components and mounting brackets for missing or broken parts. (See scoring standard for pintle and ball hitches).

Mounts (spring):

Description: All brackets, bolts, and bushings (front, center and rear) used for attaching spring to axle and vehicle frame. (See Figure 3-8c)

Scoring Standard: Driver checks for cracked or broken spring hangers as well as broken, missing, or loose bolts. Also, driver checks for missing or damaged bushings and broken, loose, or missing U-bolts or other axle mounting parts. Driver checks the mounts at each point where the springs are attached to the frame and axles (front, center, rear). For coil springs, the driver checks the mounts at the top and bottom to receive credit.

Note: Figure 3-8d shows the proper way to score mounts on a "Hendrickson" suspension system.

Oil Level:

Description: Dipstick used to measure amount of oil for engine lubrication.

Scoring Standard: Driver points to where the dipstick is located and indicates the oil level must be within the safe operating range.

Note: Driver does not have to pull dipstick to receive credit.

Oil Pressure Gauge:

Description: Ensures engine oil pressure is adequate.

Scoring Standard: Driver checks that oil pressure is building to normal and the gauge shows increasing or normal oil pressure or warning light goes off. Engine oil temperature gauge (if present) should begin a gradual rise to normal operating range.

Parking Brake Check:

Description: Keeps vehicle from rolling when parked.

Scoring Standard: Driver checks that parking brake holds vehicle by gently trying to pull vehicle forward with parking brake on.

Passenger Emergency Exits:

Description: Bus doors, roof hatches, or push-out windows used for emergency exits.

Scoring Standard: Driver checks from the **inside** that all emergency exits can be opened. Each exit should be firmly closed and latched securely. All emergency warning devices on each exit should be working. Note: Drivers are not required to open push-out windows.

Passenger Entry:

Description: Bus steps, passenger hand rails and door(s) used for normal entry or exit.

Scoring Standard: Door(s) are not damaged, open properly and lock securely from the inside. Entry steps are clear and treads not loose or worn enough to trip passenger. Handrails are secure and step light (if equipped) is working. Driver must inspect, at a minimum, the steps, rail and door (S-R-D) from the inside in order to receive credit.

Pintle Hitch:

Description: Coupling Device.

Scoring Standard: Driver checks that pintle jaws and pintle ring are securely mounted. The mounting area including brackets and frame on the vehicle and trailer must be free of cracks, distortions or other damage. There should be no missing nuts or bolts. The pintle jaws should be closed around the pintle ring and any safety latch locked in place. Safety cables or chains must be properly secured at both ends, not twisted or kinked or have more slack than is necessary to permit the vehicles to be turned properly.

Note: Drivers get credit for mounting bolts and locking jaws when they complete this inspection.

Platform (Fifth Wheel):

Description: Mounting that holds the fifth wheel skid plate and locking jaws mechanism.

Scoring Standard: No cracks or distortions in the platform structure.

Note: Drivers get credit for inspecting the skid plate or platform.

Power Steering Fluid:

Description: Hydraulic fluid for assisting steering wheel action to front wheels.

Scoring Standard: With the engine stopped, driver indicates where the dipstick is located and indicates the fluid level must be above refill mark.

Release Arm:

Description: Releases fifth wheel locking jaws so that trailer can be uncoupled.

Scoring Standard: Driver checks that release arm is in the engaged position and, if equipped, any safety latch is in place.

Rim:

Description: Retains tires on wheels.

Scoring Standard: Driver checks for damaged or bent rims. Rims should not have welding repairs or rust trails that indicate looseness on the wheel or axle. (Also see lug nuts.)

Safety Belt:

Description: Belt used to secure driver to seat.

Scoring Standard: Driver checks that safety belt is adjusted properly, not damaged and mounted securely.

Seating:

Description: Passenger vehicle seats.

Scoring Standard: Driver checks that seat frames are not broken and firmly attached to floor. Seat cushions are securely fastened to the seat frame and are not damaged.

Shocks:

Description: Gas or hydraulic device that cushions vehicle ride and stabilizes vehicle.

Scoring Standard: Driver checks that shocks are securely mounted to the vehicle, are not damaged and have no fluid leaks.

Slack Adjustor:

Description: Linkage from brake chamber to brake shoe that activates brakes. (See Fig. 3-8a)

Scoring Standard: Driver checks for broken, loose, or missing parts. Angle between push rod and adjuster arm should be approximately a 90-degree angle, **OR** when pulled by hand, with the (spring) brakes released, the brake rod should not move more than 1 inch.

Spacers:

Description: Axle collar between dual wheels that keeps wheels evenly separated.

Scoring Standard: Driver checks that the spacers are centered with the dual wheels evenly separated. Spacers should not be bent, damaged or rusted through.

Splash Guards:

Description: Device used to prevent materials from being thrown by vehicle tires.

Scoring Standard: Driver checks that splashguards or mud flaps are in good condition and securely attached to vehicle.

Spring:

Description: Leaf or coil springs for dampening wheel vibration created by rolling over road surfaces. (See Figure 3-8c)

Scoring Standard: Driver looks for cracked, broken, missing, or shifted leaves. For coil springs, driver looks for broken or distorted springs.

Steering Box/Hoses:

Description: Container for mechanism that transforms steering column movement into wheel turning action. Also includes the hoses transporting power steering fluid from power steering canister to steering components. (See Figure 3-8e)

Scoring Standard: Driver checks that the steering box is mounted securely to the frame with no leaks, missing nuts, bolts, cotter keys, etc. Also checks the hoses and hose couplings for damage or fluid leaks.

Steering Linkage:

Description: Transmits steering action from the steering box to the front wheel. (See Fig 3-8e)

Scoring Standard: Driver checks that connecting shaft from the steering wheel to the steering box **AND** links, arms, and rods from the steering box to the front wheel are not damaged, bent, worn or cracked. Joints and sockets are not worn or loose. There are no loose or missing nuts, bolts, or cotter pins.

Steering Play:

Description: Procedure to check for excessive looseness in the steering linkages.

Scoring Standard:

Non-power steering. With engine on or off, driver checks for excessive play by turning steering wheel back and forth. Play should not exceed 10 degrees (or about 2 inches on a 20-inch steering wheel) before the left front wheel begins to move.

Power steering. With the engine running, driver checks for excessive play by turning the steering wheel back and forth. Play should not exceed 10 degrees (or about 2 inches on a 20-inch wheel) before the left front wheel begins to move. With the engine off, the steering play can also be checked under the hood of the vehicle by rotating the steering column shaft back and forth while checking the movement of the steering wheel and front tire.

Stop Arm/Crossing Arm:

Description: The stop arm is a warning device that is activated automatically in conjunction with the 8-light system on a school bus to warn drivers of an impending stop. If equipped, the crossing arm automatically extends in front of bus (as passenger door opens) to keep crossing pupils at least 5 feet in front of bus.

Scoring Standard: The driver checks for loose fittings and damaged brackets and components from the outside of the vehicle.

Tandem Release Arm/Locking Pins:

Description: Sliding mechanism and locking pins for sliding tandem axles on trailers.

Scoring Standard: If equipped, driver checks that locking pins are in the locked position and release arm is secured.

Temperature Gauge:

Description: Measures water temperature in engine cooling system.

Scoring standard: Driver makes sure the gauge is working. Temperature should eventually climb to the normal operating range or temperature light should be off.

Ties:

Description: Ties, chains, cables, ropes, cinches, straps or other devices and tie down points used to secure cargo or doors.

Scoring Standard: Driver checks that there are no loose, damaged or broken cargo or door securing devices on the vehicle or trailer. All tie down points are not damaged and capable of fastening cargo or doors. Any cargo tie-down devices are properly secured on the vehicle.

Tires:

Description: Road wheel tires.

Scoring Standard: The following items must be inspected on every tire in order to receive credit:

Tread depth. Checks for minimum tread depth. (4/32 inch on steering axle tires, 2/32 inch on all other tires.)

Tire condition. Checks that tread is evenly worn and looks for cuts, bulges or other damage to tread or sidewalls. Also makes sure that valve caps and stems are not missing or damaged.

Tire inflation. Checks for proper inflation by using a tire gauge or striking tires with a mallet or other similar device. A driver does not receive credit for tire inflation if he or she simply kicks the tire.

Note: Drivers may say they would strike the tire with a mallet or check it with a tire gauge to receive credit even though they do not actually demonstrate the action.

Torque Arm Bar/Air:

Description: Steel bar, rod, arm assembly, or air bag that acts as a spring instead of leaf or coil spring (usually found on rear tractor wheels). (See Figure 3-8d and Figure 3-8f)

Scoring Standard: Driver checks that torque arm is mounted securely and not cracked, broken, or missing. If equipped, checks that air bag(s) are not damaged or leaking.

Note: The inspection of “torque springs” that are flat and closely resemble a leaf spring can be credited with the proper inspection of the regular leaf springs.

Water Pump/Fan:

Description: Pumps water through engine for cooling purposes. Fan used to cool engine.

Scoring Standard: With engine off, driver checks that the water pump **and** fan are mounted securely with no damaged or missing parts. Driver also checks that water pump is not leaking.

Windshield:

Description: Glass windshield.

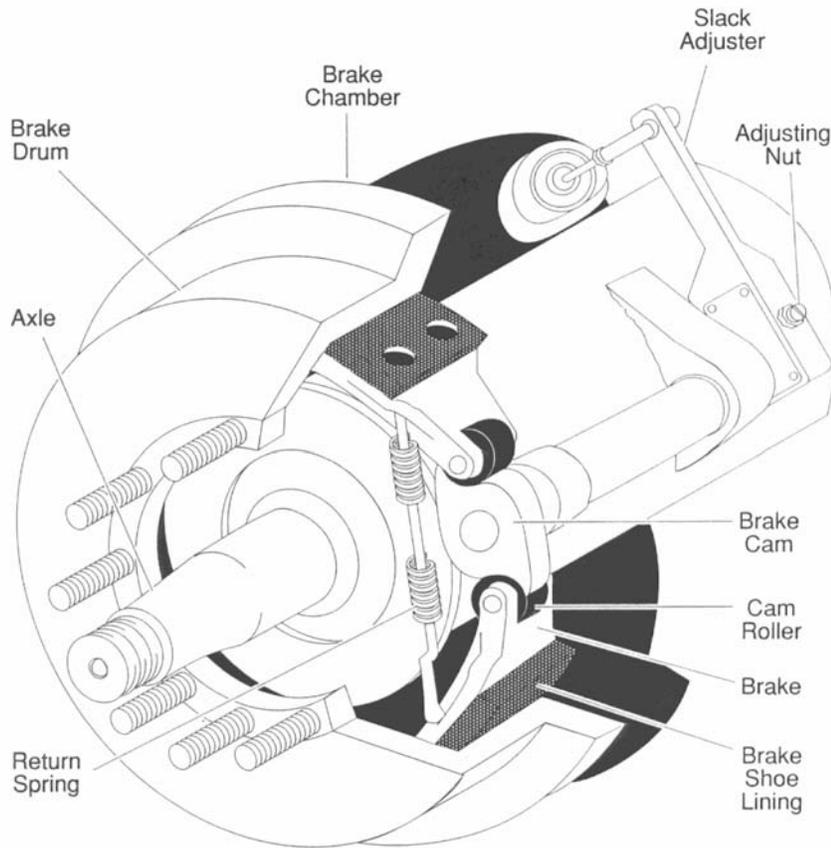
Scoring Standard: Driver checks for cracks, dirt, and illegal stickers or other obstructions to view.

Wipers/Washers:

Description: Windshield wipers. Windshield washers.

Scoring Standard: Driver checks that the wiper arms are secured and not damaged. The rubber on wiper blades is not worn and blades are secure on wiper arm. The wipers must work and the washers must operate correctly. Also, washer fluid should be full enough to create adequate pressure during operation.

FIGURE C-8a: BRAKE ASSEMBLIES
S-Cam Brake Assembly



Disk Brake Assembly

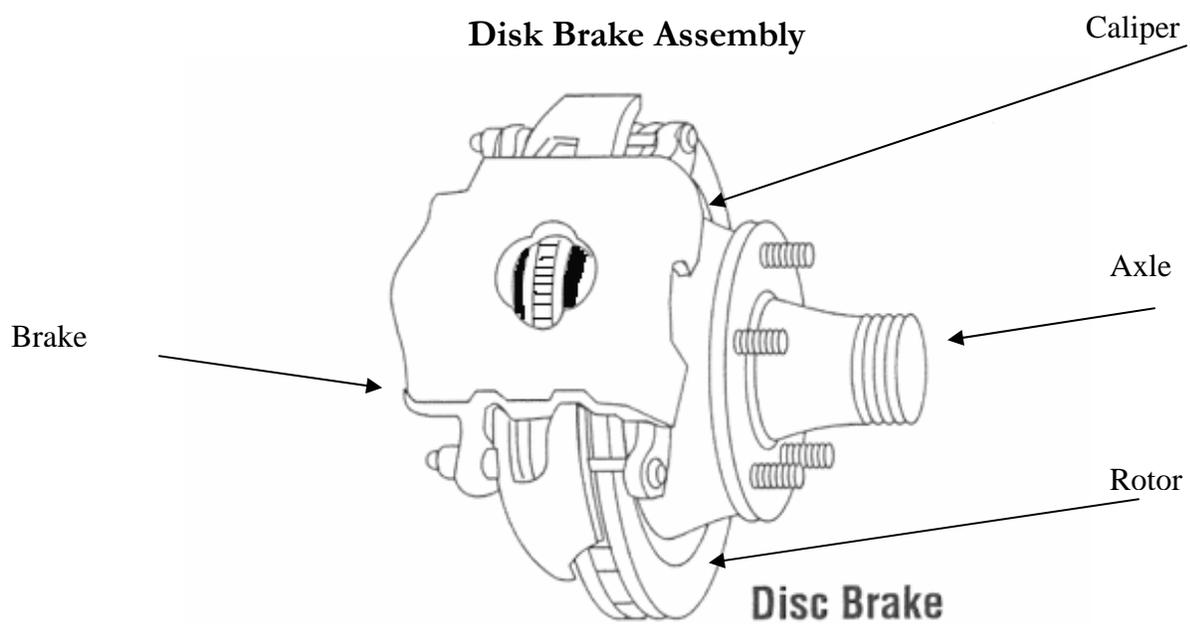


FIGURE C-8b: MOR/RyDE

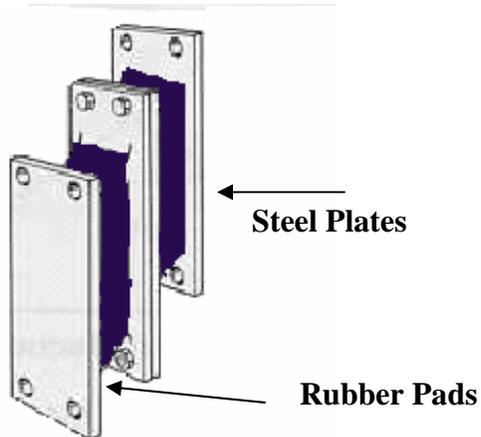
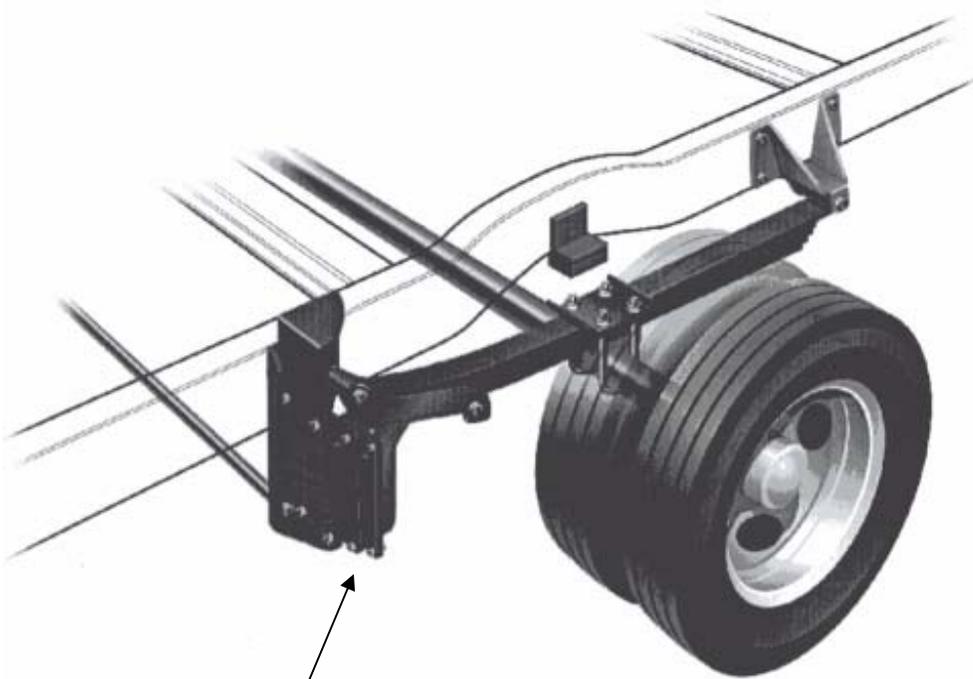


FIGURE C-8c: CONVENTIONAL SUSPENSION SYSTEM

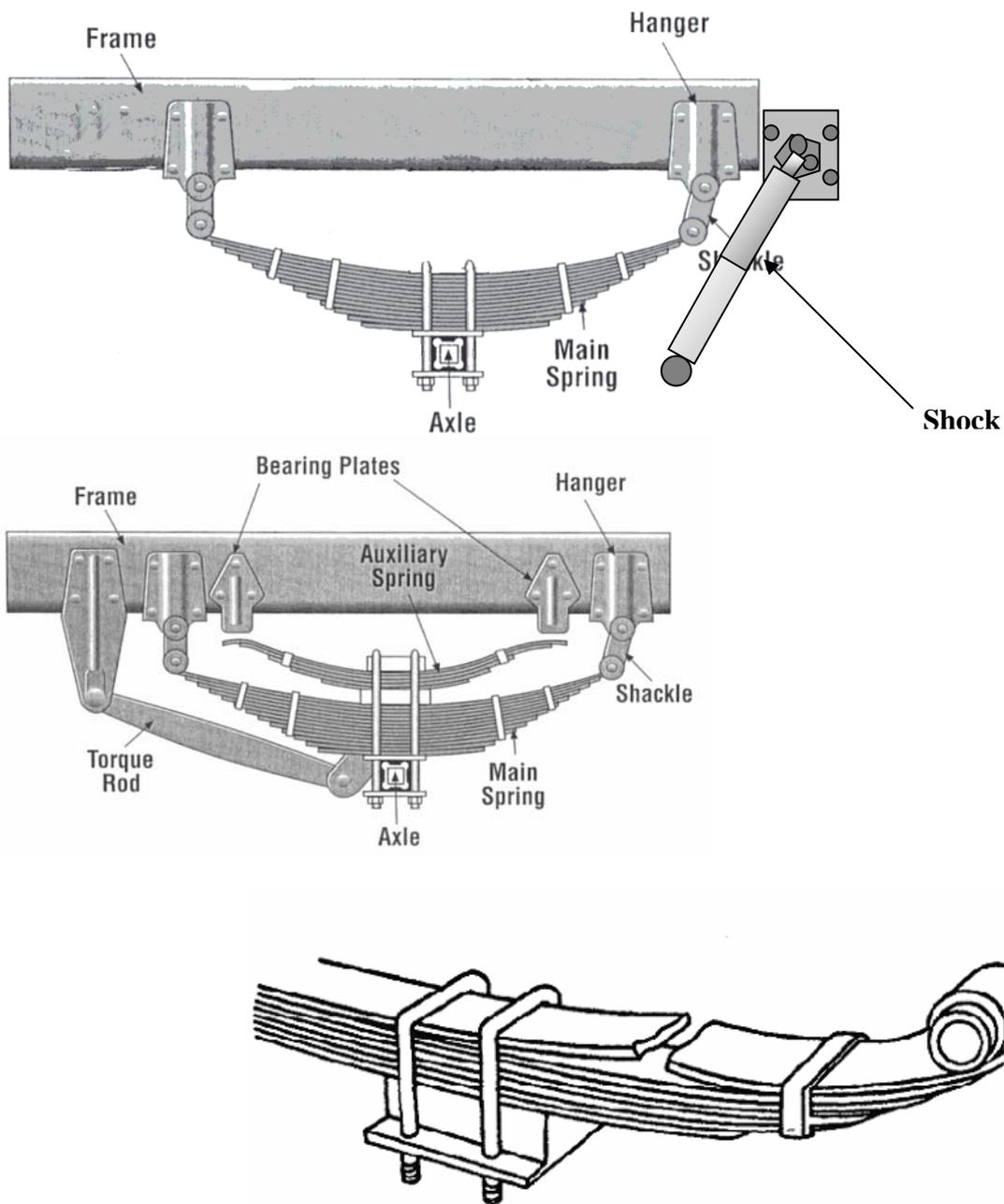
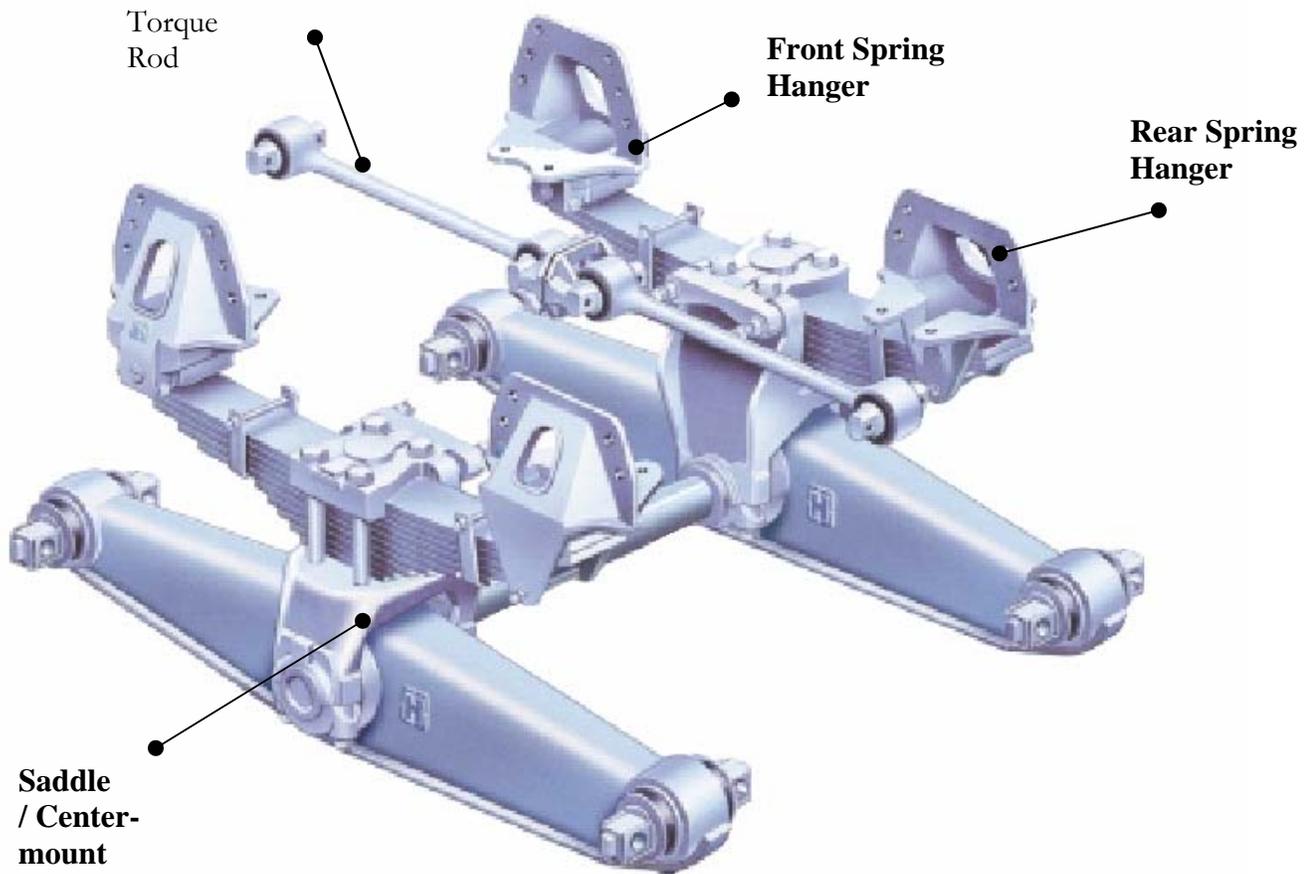


FIGURE C-8d: HENDRICKSON SUSPENSION



Rear Suspension

~~springs / (air) / torque~~ _____

F

R



mounts _____

~~F - C - R~~



~~F - C - R~~

(shocks) _____

~~G G~~



Torque rods are considered “gimmes” due to being on top of the suspension and therefore out of site during the inspection process.

FIGURE C-8e: STEERING COMPONENTS

Steering System Components

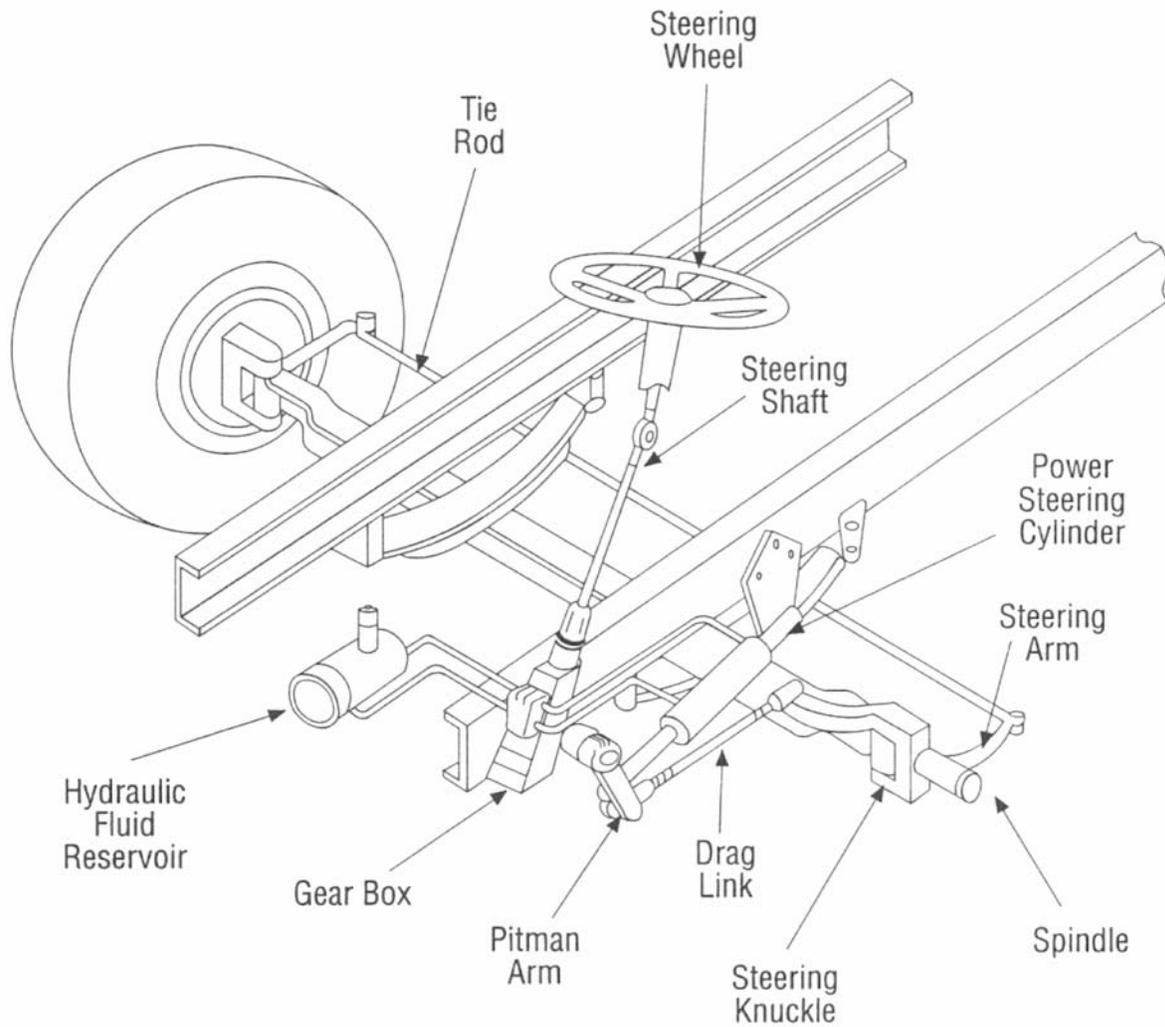
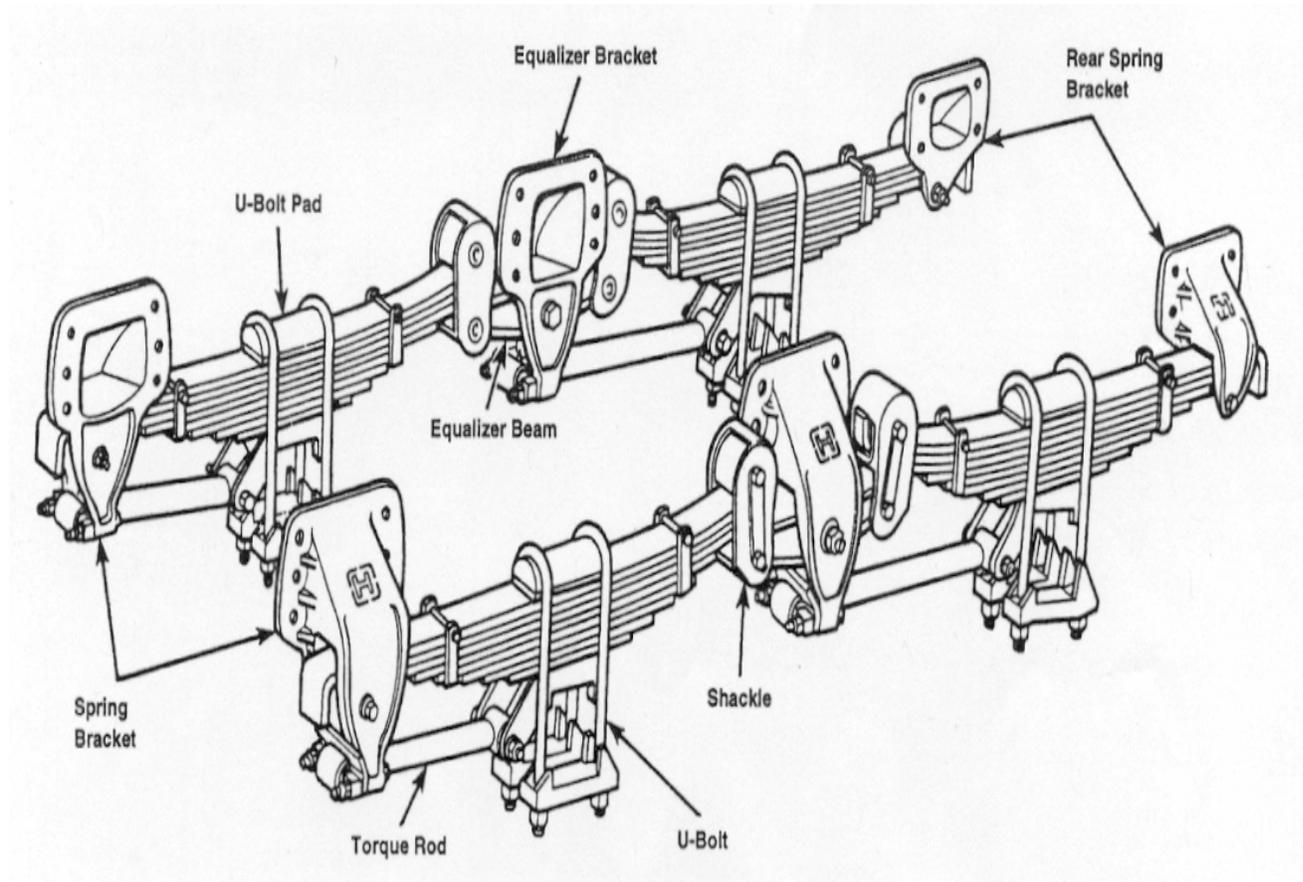


FIGURE C-8f: TORQUE ROD ASSEMBLY



Vehicle Inspection Test Scoring Procedures

Score the driver's engine compartment inspection and start-up checks in the section labeled "All Vehicles" (see Figure 3-7g). For the rest of the inspection, use the section for the type of vehicle the driver is inspecting. For a straight truck, bus, school bus, or the tractor on a tractor-trailer combination, use the section labeled "School/Bus/Truck/Tractor". For a trailer, use the section labeled "Trailer".

For a highway (coach) bus or transit bus, use the section labeled "Coach/Transit Bus". The "Coach/Transit" section should *only* be used if the suspension, steering and brake components on the vehicle are *not visible*. If these items can be identified from outside the vehicle, then use the "School/Bus/Truck/Tractor" section. Turning the steering wheel all the way out on some of these vehicles may help create better sight lines.

How to Prepare and Mark the Scoring Form

Each vehicle section contains the names of inspection items. Each line may have one or more inspection items. Beside each item (or multiple items), there are one or more scoring boxes. Mark through (hash) each of the items when the driver inspects each item(s) correctly. When the driver inspects all item(s) correctly on a given line, mark through the appropriate scoring box immediately to avoid getting behind. Do not make any mark in the scoring box if the driver omits any item on the line or fails to inspect it correctly.

The examiner should keep the pencil poised over each item on the form as the driver inspects it on the vehicle. This accomplishes 2 things. First, he or she does not need to search for the proper box if the driver misses an item, or doesn't inspect it properly. Second, it helps identify what the driver should inspect, and helps the examiner notice when items are missed.

Items at the top of the scoring form correspond to components at the front of the vehicle. Items at the bottom of the scoring form correspond to components at the rear of the vehicle. Items are grouped according to the vehicle assembly they belong to (i.e. the front brakes are listed in the "Front Suspension" section).

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APPENDIX C-9
BASIC CONTROL SKILLS – COURSE LAYOUT AND EXERCISE DIAGRAMS

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APPENDIX C-10 BCS SCORING STRUCTURE

The BCS scoring area is located at the top of the second page of the scoring form.

FIGURE C-10a – BCS SCORING AREA

Driver License and Test Date **MUST** be completed BOTH sides

Driver License Number	<input style="width: 20px; height: 20px;" type="text"/>	Test Date	Month <input style="width: 20px; height: 20px;" type="text"/> / Day <input style="width: 20px; height: 20px;" type="text"/> / Year <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
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BASIC CONTROL SKILLS TESTS

<p style="text-align: center;">Right Turn</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Pull ups</td><td style="text-align: center;">1 2 3 4 5</td></tr> <tr><td>Encroachment</td><td style="text-align: center;">6</td></tr> <tr><td>Clearance</td><td style="text-align: center;">1 2 3 4 5</td></tr> </table>	Pull ups	1 2 3 4 5	Encroachment	6	Clearance	1 2 3 4 5	<p style="text-align: center;">Straight Line Backing</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Pull ups</td><td style="text-align: center;">1 2 3 4 5</td></tr> <tr><td>Encroachments</td><td style="text-align: center;">1 2 3 4 5</td></tr> </table>	Pull ups	1 2 3 4 5	Encroachments	1 2 3 4 5	<p style="text-align: center;">Alley Dock</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Pull ups</td><td style="text-align: center;">1 2 3 4 5</td></tr> <tr><td>Encroachments</td><td style="text-align: center;">1 2 3 4 5</td></tr> <tr><td>Dock boundaries (out)</td><td style="text-align: center;">1</td></tr> </table>	Pull ups	1 2 3 4 5	Encroachments	1 2 3 4 5	Dock boundaries (out)	1	<p style="text-align: center;">Forward Stop</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Stop Line (2ft.)</td><td style="text-align: center;">1</td></tr> </table>	Stop Line (2ft.)	1
Pull ups	1 2 3 4 5																				
Encroachment	6																				
Clearance	1 2 3 4 5																				
Pull ups	1 2 3 4 5																				
Encroachments	1 2 3 4 5																				
Pull ups	1 2 3 4 5																				
Encroachments	1 2 3 4 5																				
Dock boundaries (out)	1																				
Stop Line (2ft.)	1																				

Basic Control Skills Passing Score 9 Errors or Less Restart Continue Reason:

Each exercise involves scoring pull-ups, encroachments, and final vehicle positioning. Following are general instructions on scoring these 3 items. Additional details for scoring specific exercises are given with the instructions for conducting each exercise.

Pull Ups: When an applicant stops and reverses direction to get a better position, it is scored as a "pull up". **Stopping without changing direction does not count as a pull up.** Mark pull-ups as follows. Beside the word "pull ups", within each exercise on the scoring form, is a row of numbers from one to five (1 2 3 4 5). At the start of each exercise, circle the title of the exercise. This provides a record of each exercise performed, whether or not the driver made any errors. As soon as the applicant makes a pull up, put a stroke through the number (1). If another pull up is made, mark a stroke through the number (2). Every time the applicant makes a pull up, mark a stroke through the next number. The right-most number marked by the time the exercise is completed is the number of pull-ups made. If more than five are made, simply write in the number made next to the number (5), and circle it.

Encroachments: If the applicant's vehicle touches or crosses over a cone or exercise boundary, it is called an "encroachment". Beside the word "encroachments" is a row of numbers from one to five (1 2 3 4 5). Use these numbers to record encroachments in the same manner pull ups are recorded.

Treat the boundaries as if they marked the positions of vertical walls. If any part of the vehicle (except mirrors) would touch a wall or go through it, it is counted as an encroachment. **Remember, the foot of the cone marks the boundary line.** If an applicant goes over a boundary, pulls back inside of it, and then crosses the boundary again, count another encroachment. If an applicant has gone over boundary, pulls forward without coming back in bounds, then backs further across the boundary, **do not** count another encroachment. In other words, only count an encroachment when the vehicle crosses from the correct side of the boundary to the wrong side of the boundary.

Position Measurement: For some exercises, the applicant can lose 1 or 2 points depending on the vehicle's final position. For exercises where there are points for final vehicle position, there is a label on the scoring form indicating the position to be scored (i.e. dock boundaries and stop line). Beside the label is the number (1). If the final vehicle position is not within the limit defined for the exercise, put a stroke through the (1). If the vehicle is in position, make no mark. For example, in the forward stop exercise, the applicant must stop the vehicle within 2 feet of the forward stop line without going over the line. If they fail to do this, make a stroke through the number (1) next to the words "Stop Line (2 ft.)" on the scoring form. When the exercise is completed, add the number of errors during that exercise, put the total score in the box for that exercise and circle the total.

Restarts (any exercise): Occasionally, drivers may not understand the standard exercise instructions. Examiners should try to repeat or explain the instructions until they do understand. If an applicant still attempts the exercise in a way that shows they did not comprehend the directions, the examiner has the option of a "restart." For a restart, reiterate the instructions and have the driver repeat the exercise. Score the exercise from the beginning by erasing any marks recorded from the previous attempt. Always explain the reason for a restart on the scoring form.

Continues (Alley Dock only): "Continues" may occur during certain situations on the alley dock exercise. A "continue" means the driver has not finished the exercise. Examiners should never erase marks when "continuing" the Alley Dock. Always explain the reason for any continues on the scoring form.

Disregarding Instructions: If an applicant appears to be purposely disobeying instructions, the examiner should advise them that the test will be stopped if the behavior continues. If the applicant continues to disregard instructions or fails to perform a maneuver in good faith, stop the test and mark an ("X") in the box "Disregard Instructions" located in the "Automatic Failures" area on the front of the scoring form. Mark an ("X") in the fail box for the basic skills but *do not* record a score total. Be sure to give an explanation in the "comments" section located on the back of the scoring form.

Scoring the 4 BCS Exercises

1. Right Turn

For scoring clearance around the turn, the cone should be set up with marks at (7) inch intervals out from the cone (6 inch increments between one inch wide lines). On the scoring form, in the right turn section, is an item called "clearance". Beside the word "clearance" is a row of numbers (1) to (5), similar to those used for scoring pull-ups and encroachments. When the rear wheel comes around the turn, note which pavement marks the right rear edge of the vehicle or rearmost tire passes over.

If the tire passes on or inside the (0) mark, do not record a clearance. If it passes on or inside the (1), put a stroke through the (1) and so forth. Put a stroke through whichever number represents how far the right rear tire (or side of vehicle) came from the cone. If the wheel passes any distance farther out than the (5) increment, mark the number (5). To receive credit for a specific mark, the vehicle tire (or side of the vehicle) must cover at least (50%) of the mark to receive the lower score. Take the next higher score if the tire or edge

of vehicle does not cover at least 50% of the mark. For multiple axles, score the wheel that comes closest to the cone. If the vehicle touches or crosses over the base of the cone, mark the number (6) next to the word "encroachment".

Once the vehicle passes the cone to the point a clearance is scored, the exercise is over. If the applicant backs up and turns again, do not mark a pull-up or a second clearance. If the examiner believes the exercise was compromised, or feels the applicant did not understand the instructions, erase the first clearance and restart the exercise.

2. Forward Stop

On the scoring form under the "forward stop" heading, next to the item labeled "stop line (2 ft.)", mark the (1) if the bumper was on, or short of the clearance line, or if it was on or past the stop line. Make no mark if the bumper falls between the lines.

3. Straight Line Backing

As the applicant backs down the alley, mark all encroachments and pull-ups on the scoring form. The examiner should observe backing through the alley by standing in **front** of the vehicle and moving from side to side as the vehicle backs through the alley. The examiner should not follow the vehicle down the alley. Keeping a position **well in front** of the vehicle makes it easier to score encroachments as the vehicle backs down the alley.

4. Alley Dock

Record pull-ups on the scoring form. When the vehicle starts to back into the alley itself, watch for encroachments on both side boundaries. Record encroachments on the scoring form. Move around as necessary to see if the vehicle goes over any boundaries. The examiner must always stand where the applicant can see him.

When the applicant stops and sounds the horn, first determine that a legitimate attempt has been made. Next, check the clearance from the rear bumper to the back boundary of the alley. The clearance marks on the pavement (or on a portable course) must be present to indicate the 2-foot area (inside dimension) at the back of the alley.

On the scoring form, beside the words, "dock boundaries (out)", put a stroke through the (1) if the rear bumper is outside the 2-foot clearance area or if the vehicle is not completely inside all 3 alley dock boundaries. Make no mark if the vehicle finishes within the side and rear boundaries and at least half the rear bumper is within the 2-foot clearance area.

Calculating the Final BCS Score

At the end of the test, add the applicant's score by counting the number of pull-ups, encroachments, and final position points assessed during the exercises. Record the total score in the "Basic Skills Score" boxes and mark an "X" in either the pass box or the fail box located on the front of the scoring form in the "CDL Skills Tests Results" section. The driver has passed if s/he has committed 9 errors or less.

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**APPENDIX C-11
SAMPLE DRIVING TEST ROUTE INSTRUCTION SHEET**

MICHIGAN DEPARTMENT OF STATE Third Party Testing Program Road Test Route					
Organization Name: Wolverine Testing			Date: 03/04/03		
Organization Number: 920			Primary: X	Auto:	
Site address: 88 Stadium Blvd.			Alternate:	CDL: X	
Code	Location	Instruction Point	Instruction	Comments	
01	Student Pick-up	In parking lot	With landmark in sight	Just ahead at the (landmark), I'd...	School buses only
02	R	Parking lot onto Stadium Blvd.	Before gate	At exit, turn right	Non-designated
03	L1	Stadium Blvd. onto Badger	When light is visible	At next light, turn left	4:5
04	Urban	On Badger, from Stadium Blvd to Buckeye	After Gopher Dr.	When safe, change lanes...	Score urban lane changes and straight (3.5 miles)
05	Int	Badger and Hawkeye			Stop or Thru
06	Int	Badger and Lion			Stop or Thru
07	Int	Badger and Spartan			Stop or Thru
08	R1	Badger onto Buckeye	When light is visible	At next light, turn right	5:4
09	Int	Buckeye and Hill			Stop or Thru
10	Expy	Buckeye onto I-75 North	When I-75 sign is visible	Just ahead, follow I-75 North	Score Merge
11	Expy	On I-75, from Buckeye to Wolverine Way	ASAP	When safe, change lanes...	Score expy lane changes and straight (4.5 miles)
12	OP	On I-75	After one overpass	Ask clearance	14' 12"
13	Expy	I-75 ramp onto Wolverine Way	When exit sign is visible	At next exit, follow sign for Wolverine Way	Score exit
14	L2	Wolverine Way onto Champs Dr.	When light is visible	At next light, turn left	3:5
15	L3	Champs Dr. onto State St.	At Union Center	At next light, turn left	5:4
16	Int	State St. and S. University			Stop or Thru
17	R2	State St. onto E. University	At Alumni Hall	At next light, turn right	4:2
18	Int	E. University and Maize			Stop or Thru

(CONTINUED)

19	Int	E. University and Blue			Stop or Thru
20	Int	E. University and Jordan			Stop or Thru
21	Int	E. University and Cook			Stop or Thru
22	R	E. University onto Powers	At Ulrich's bookstore	At next light, turn right	Non-designated 2:4
23	L4	Powers onto Maverick	When light is visible	At next light, turn left	4:4
24	Int	Maverick and Rebel			Stop or Thru
25	Stop/Start	On Maverick	After Marathon gas station	When safe, pull over and ...	Score Stop/Start
26	R3	Maverick onto Yale	At Krispy Kreme	At next light, turn right	4:3
27	R4	Yale onto Harvard	When light is visible	At next light, turn right	3:5
28	Int	Harvard and Princeton			Stop or Thru
29	Sign	On Harvard	After sign	Ask what sign indicated	Alternate sign (fire station)
30	UG-DG	On Harvard	After Meijer	I'd like you to imagine...	Simulate UG-DG
31	Curve	On Harvard			Score "S" curve
32	RRX	On Harvard	Before RRX	Give simulated instructions if necessary	Hazmat or Bus
33	R	Harvard onto Stadium Blvd.	When light is visible	At next light, turn right	Non-designated 5:4
34	R	Stadium Blvd into parking lot	When visible	Just ahead, at the entrance, turn right	Non-designated THE END

APPENDIX C-12 ROAD TEST ROUTE DEVELOPMENT

SETTING UP A ROUTE

The typical state-approved CDL test route is approximately 21 miles in length. This distance allows enough room between maneuvers for the examiner to properly and adequately score the applicant. The following points will be useful when setting up a driving test routes

- Obtain a large-scale map that shows streets and secondary roads. Use a Chamber of Commerce, real estate, or county map.
- Drive around the area to get familiar with the possible maneuver locations.
- Lay out a route using the map and a route instruction sheet. Start by locating the expressway (or rural) section and urban business section on the map. Generally, the closer these 2 sections are together, the shorter the route will be. After the expressway and urban sections are determined, fill in the rest of the maneuvers. If there are any maneuvers that do not show on the map, leave them blank and fill them in after the route has been driven.
- Drive around the route to see if the maneuvers that were marked on the map will meet testing requirements. Identify locations for maneuvers that could not found on the map. Make sure that commercial vehicles are allowed on the roads and the maneuver locations are suitable for large vehicles. If possible, check out the route using a long tractor-trailer. The maneuvers must be sequenced to give the examiner time to relay instructions and score accurately.
- Repeat the steps listed above until the route has been completed.
- Make a final tour of the route and note the locations where directions will be given for each maneuver and add any other comments to complete the route instruction sheet.
- The time required for developing a route depends on how familiar the examiner is with the area. There is no minimum route length. There is no specific time that it should take to drive the route. A route is acceptable whenever it has all the necessary maneuvers and scoring elements.

Road Test Route Approval. Organizations must develop and maintain a minimum of 2 Department-approved driving test routes for each test site. Three routes are preferred. To ensure that applicants are consistently and fairly evaluated, all routes should be designed as much as possible with the same degree of difficulty. If necessary, the Department may authorize additional routes for a particular testing location. **The Department must approve all driving test routes before they can be placed in service.**

Examiners should randomly use the different routes to discourage test applicants from anticipating particular driving test maneuvers or having knowledge of a specific route.

Driving test routes may need to be modified to avoid major construction, road closings or to take advantage of new developments. **The Department must be notified in writing of any changes to a route before they are put into service.**

The completion of a standard driving test route instruction form is required for each approved route. Hand-written documents are not acceptable. Forms must be typewritten or printed from an electronic file. These forms are available from the Third Party Testing Section or an organization may wish to develop a similar form for use on their computer. Use of a computer-generated route greatly enhances the ability to modify the route. If an organization wishes to electronically exchange driving test routes or route revisions with Third Party Testing Section, the preferred software is Microsoft Word® or Excel®.

For each maneuver, list the location, the point at which the examiner instructs the applicant, the actual instruction, and any comments about the maneuver. Appendix C-11 provides an example of the standard driving test route document and correct language format used for all routes.

Required Elements

All CDL test routes must contain the following elements.

Maneuvers

Four left and four right turns:

- The turns should have a varying level of difficulty.
- At least 2 of the right and 2 of the left turns must be multiple lanes requiring lane choice on the approach and finish of the turns.
- Turns should be signal or sign controlled; uncontrolled may be used if necessary.
- Turns must include stop lines, signs, crosswalks, turn lanes, etc.
- Turns may be located anywhere on the route.

Four intersections:

- The route must contain 2 major stop and 2 major through intersections using an urban setting where possible.
- Intersections must not involve turns.
- Intersections should be signal or sign controlled; uncontrolled through(s) may be used if necessary.
- If all intersections are signal controlled, the route must have a minimum of 6 (8 preferred) intersections to increase chances of getting 2 stop and 2 through.

Road types

One urban straight section:

- The urban section requires moderate to heavy traffic density, as in a typical business district.
- Urban sections must have at least 4 lanes for instructed (designated) lane changes and lane position scoring. The posted speed limit must be less than or equal to 45 mph.
- Urban sections must be a minimum of 3 miles to allow time for instructed (designated) lane changes and straight scoring at sustained urban speeds. This can be divided into no more than 3 parts.
- Often, designated intersections are located in the urban straight section.

One expressway section OR a 2-lane rural or semi-rural highway:

- A limited access expressway *or* rural highway segment is required. Limited access expressway must be incorporated into the route if it is available within 15 miles of the test site.
- The limited access expressway section must be long enough for designated lane changes and straight scoring, 3-4 miles minimum, at sustained highway speeds. This can be divided into no more than 3 parts.
- Limited access expressways must have conventional ramp entrances and exits.
- Overpasses are often found in the expressway segment.
- Rural highway must have a multiple lane section to allow time for instructed (designated) lane changes and straight scoring, 3-4 miles minimum, at sustained highway speeds. Rural highway must have minimum posted speed limit of 50 mph. This can be divided into no more than 3 parts.

Other elements

One overpass, bridge OR yellow advisory road sign:

- The route should contain bridges or overpasses where clearance or weight limits are posted.
- If an overpass or bridge is not available, substitute other yellow advisory signs that are important, especially to large vehicles (steep grade, road narrows, truck crossing, fire station, etc).
- Although only one sign recognition opportunity can be scored per test, list at least 2 designated sign options on the route instruction sheet. Select a yellow advisory sign for an alternate sign recognition opportunity (truck crossing, fire station, pedestrian crossing etc.).

One upgrade/downgrade area:

- The upgrade/downgrade exercise is always simulated during the route by asking the applicant to imagine that there is a steep grade ahead of him/her, so this exercise needs at least one mile of straight-line distance to complete.
- The applicant will verbalize the correct procedures regardless of whether an actual or simulated grade is used, so hills are helpful but not imperative.
- The upgrade/downgrade exercise should be completed together.
- The upgrade/downgrade may be located anywhere along the route, but try to choose an area with low traffic density and minimal distractions that is long enough for the applicant to explain the requirements.
- The examiner must be sure to allow enough distance because some requirements can be observed rather than explained, i.e. traffic checks, move to the furthest right lane.

One stop/start exercise:

- The stop/start exercise should be performed in a straight section with good visibility and, if possible, a slight grade.
- Use an area interspersed with driveways, signs, etc. to make the applicant choose a location that will not obstruct entering or exiting traffic.
- Use an area with a wide shoulder or parking lane out of the flow of traffic.
- Do not select a site near an emergency vehicle exit.

One simulated student stop exercise (school bus only):

- Remember that the student stop exercise must be performed off-road as the first maneuver of the driving test. If the applicant fails this exercise – do not go on the road and do not complete the road test portion of the skills test.
- Choose an area at least 200' in length (if possible) with a clearly visible “student” landmark (traffic cone) and small 200' mark for examiner reference. The landmark must be on the right side of the road. It will be assumed that there are no students crossing the roadway at this location.
- Use a secluded area so that the applicant can verbalize and demonstrate proper student stop procedures.

One curve:

- If possible, choose a left or right curve with marked lanes. “S” curves are permitted.
- The curve should be tight enough to produce noticeable off tracking on a large commercial vehicle or bus.
- If possible, the curve should have an advisory speed sign (warning) indicating a speed less than the posted regulatory speed.

- Exit and entrance ramps of expressways may not be used for this maneuver.

One railroad crossing

- Actual railroad crossings should be used where available. Most routes will not be approved without an actual RRX.
- The RRX must be simulated in the parking area or in a low-density traffic location if actual tracks are not available.
- Actual tracks should have ample sight distance so that traffic checks are obvious.
- Try to limit the number of times the route crosses railroad tracks to minimize the number of stops for buses.

Additional notes

- Space maneuvers far enough apart so the examiner can watch traffic, give instructions, observe the applicant and accurately score each element.
- Sequence the maneuvers evenly throughout the route. Don't place all of the maneuvers at the beginning or end of the route.
- Try to minimize non-designated areas and the number of non-designated maneuvers.
- Do not score more than one maneuver at the same location.
- Try to build in a short return route if the applicant's performance is unacceptable or hazardous.
- Remember that each maneuver is scored at the same location for every driving test the examiner administers. Standardized scoring is the key to administering consistently valid, reliable and fair tests. Each applicant is entitled to this commitment from every examiner. Exceptions to the same location rule are the straight/through intersections. It is impossible to tell whether a light will be green or red at signal controlled intersections until the vehicle arrives at the intersection.

Refer to Appendix C-11 for route specifications.

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APPENDIX C-13 INSTRUCTIONS FOR COMPLETING CDL EVALUATIONS

Periodically, organizations may be asked to “evaluate” a commercial driver who already possesses a valid CDL. Typically, the CDL skills test scoring methodology and standards are used because the CDL skills test is recognized as a valid and reliable testing instrument. However, a CDL evaluation is not considered an official CDL skills “test” because the driver already possesses a valid CDL.

The evaluation may or may not include all of the required CDL skills test elements. A certificate is not issued. The examiner may use a scoring form during the evaluation, but cannot provide a copy to the driver.

The examiner should write an evaluation on the organization letterhead. The evaluation is not necessarily considered “pass/fail” for MDOS driver licensing purposes.

MDOS Referrals

An evaluation may be requested by the Department of State because law enforcement officials, the driver’s employer, or concerned citizens have referred the commercial driver to the Department. This referral can be made using an informal letter or by using the standard *MDOS Request For Driver Evaluation* form (OC-88). Also, Michigan law requires that any driver involved in a crash with a negligent or alcohol indicator that resulted in a fatality must attend a hearing with an MDOS Driver Assessment analyst. One outcome of the hearing may be a driver skills evaluation. At the end of the evaluation, you are authorized to fax or mail the evaluation scoring form **directly** to MDOS Driver Assessment.

Employer Referrals

Certain employers may also request that you conduct a commercial driver evaluation as a condition of employment. School systems may require their bus drivers to complete a skills evaluation at least once during their 4-year CDL renewal cycle as part of the Pupil Transportation Act (P.A. 187 of 1990). Remember - organizations are prohibited from releasing MDOS forms such as scoring forms to private individuals or agencies, including schools. If the company or individual requests written documentation, the Organization should develop its own evaluation summary or assessment form.

Commercial Driver Skills Evaluation Procedures

Examiners are permitted by the Department to administer commercial driver evaluations, including those that do not include all of the CDL skills test elements. To avoid any misunderstanding regarding the nature and purpose of the commercial driver evaluation, use the following procedures:

- Evaluation fees are negotiated between the driver and the TPT organization. Driver evaluation fees are **not** required to be part of the organization’s normal skills test fee policy.

- Maintain copies of the driver license, medical card (or medical waiver), all vehicle documents, state agency documents such as the MDOS Notice of Reexamination or MSP Motor Carrier Appeal Board letter, and any employer correspondence requesting the evaluation.
- Keep all driver evaluation records separate from normal TPT skills tests records.
- Use a **photocopy** of the CDL Skills Test Score Sheet (TPT-011) and record all the usual driver, vehicle, organization, examiner, and date and site information on the scoring form.
- In the “Comments” section, write “Evaluation Purposes Only” and note the circumstances for the evaluation such as: “MDOS Driver Assessment reexamination”, “MSP Motor Carrier Appeal Board evaluation”, or “Condition of employment evaluation for (*Company Name*)”.
- For each portion of the test administered, use standard MDOS scoring procedures, including the approved driving test route.
- **Do not** give the driver a copy of the scoring form. TPT organizations may provide their own generic driver certification form or the driver’s employer may request the TPT organization complete a company form regarding the driver’s performance.
- **Do not** issue the driver an MDOS Skills Test Certificate (TPT-010).
- **Do not** submit the evaluation as part of your normal TPT Skills Test Monthly Report.
- Follow the TPT organization/examiner instructions on the MDOS Notice of Reexamination or the MSP Motor Carrier Appeal Board letter. This may include faxing or mailing the scoring form directly to MDOS Driver Assessment or the MSP Motor Carrier Appeal Board.
- If any you have questions, contact the Third Party Testing Section **before** administering the evaluation.

**SAMPLE MDOS/DRIVER ASSESSMENT OC-88
CDL DRIVER SKILLS EVALUATION AND REEXAM NOTICE**

March 1, 2006

Lloyd Wolverine
123 Yost Arena
Ann Arbor, MI 48888

Lic No: W-881-265-004-946
DOB: 06-11-79

Dear Mr. Wolverine:

One of the many duties assigned to the Michigan Department of State is to insure the safety of everyone using Michigan roadways. This includes assessing the driving skills of drivers licensed in this state. As a means of meeting these needs, the Michigan Vehicle Code authorizes the Department to conduct driver reexaminations.

You are being scheduled for a departmental reexamination based upon records reported to this office that you may be unqualified to operate a motor vehicle safely. **You will receive a notice with the date and time of your reexamination, under separate cover.** As part of the reexamination process you will be required to complete a CDL driver skills evaluation with an approved Michigan Third Party Driver Skills Test Organization. You **cannot** retake the CDL evaluation with the same Third Party Test Organization as your previous test. Enclosed is a Statewide Road Skills Testing Organization listing and a Third Party Test Organization Instruction Sheet. Please provide the examiner the attached Third Party Test Organization Instruction Sheet at the time of testing. Your performance on the CDL driver skills evaluation will be a factor in the outcome of the reexamination.

The Commercial Driver License driver skills evaluation must be completed prior to the date of reexamination. If you fail to comply with this notice your Michigan Driver License will be suspended.

Your cooperation is greatly appreciated. If you need further assistance, please contact this office by mail or telephone.

Sincerely,

Analyst/Manager Name
Driver Assessment Office Location
Michigan Department of State
(Area Code) Phone number

Enclosures

SAMPLE TPTS EXAMINER INSTRUCTIONS FOR CDL DRIVER EVALUATIONS

John Spartan, # S-881-265-004-946
123 Breslin Center
East Lansing, MI 48999

The above listed driver is required by the Michigan Department of State to complete a **CDL driver skills evaluation** to assess their ability to operate a CDL motor vehicle safely. Please accept this form as authorization to administer the CDL driver skills evaluation as indicated below:

Group A Group B Group C Air Brakes: Yes No Bus [P / PS Endorsement(s)]: Yes No

Please conduct the following CDL Driver Skills Evaluation Elements:

- CDL Vehicle Inspection Evaluation
- CDL Off-Road Basic Control Skills Evaluation
- CDL On-Street Driving Evaluation

If the CDL Vehicle Inspection is not successfully completed continue with the CDL Off-Road Basic Control Skills Evaluation and the CDL On-Street Driving Evaluation. Unsuccessful completion of either the CDL Off-Road Basic Control Skills Evaluation or the CDL On-Street Driving Evaluation is a failure, which terminates the evaluation.

*** ALL CDL DRIVER SKILLS EVALUATION FEES MUST BE NEGOTIATED BETWEEN THE DRIVER AND YOUR ORGANIZATION**

INSTRUCTIONS TO THIRD PARTY EXAMINER:

- This is NOT a CDL Skills Test.
- The Department authorizes you to administer the CDL skills evaluation as indicated above, including only a partial evaluation.
- Use a **photocopy** of the CDL Skills Test Score Sheet (TPT-011) and include all driver, vehicle and examiner information.
- Clearly note in the "Comments" section of the scoring form: "MDOS Driver Reexamination for Evaluation Purposes Only"
- For each portion administered, use standard MDOS scoring procedures including your approved CDL driving test route.
- **Do not** give the driver a copy of the score sheet.
- **Do not** issue an MDOS Skills Test Certificate (TPT-010).
- **Do not** submit the evaluation as part of your Third Party Driver Skills Test Monthly Report.
- Upon conclusion of the driver evaluation, sign the Examiner Certification Statement below.
- Retain a copy of this letter (signed by the examiner) and return the original signed letter to the driver.
- Fax the completed CDL skills test score sheet **and** a copy of this signed letter directly to:

Michigan Department of State
Driver Assessment Office Location
FAX Number

Third Party Examiner Certification: I certify that I administered a CDL driver skills evaluation as indicated above according to MDOS requirements:

Examiner Signature

Evaluation Date

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE DETROIT DRIVER ASSESSMENT OFFICE AT PHONE NUMBER.